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## ABSTRACT

A survey of 22 London libraries was conducted to determine the characteristics and extent of library automation in the area: the results of this survey are presented in a series of tables. Questions are grouped by general topics--computer facilities, cataloging, circulation control, staffing, and objectives--and each set of tables is introduced by a short summary of general trends. Responses to individual questions within these groups provide information on the limitations of computer facilities, development priority, bureau services, and servicing contracts; which cataloging routines are computerized, the type of equipment and other resources used in automating the catalog, cataloging output, the frequency and form of the catalog, and management information provided; specific circulation routines that are automated, type of equipment, overdues, membership files, conversion of library stocks, and management information. A copy of the survey instrument is not included. (SW)

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ASSOCIATION OF LONDON CHIEF LIBRARIANS

(TECHNICAL PANEL)

RESULTS OF THE QUESTIONNAIRE ON

COMPUTERISATION DEVELOPMENT

SEPT. 1979

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Questions 2 - 6.

COMPUTER FACILITIES

24 of the Library Authorities, over 80%, use a Council mainframe computer, the majority of these being ICL and IBM, while Essex and Glasgow use Honeywell and Westminster alone uses Univac. Only six authorities have their own mini-computer and there is little standardization in the range of other equipment used.

Most authorities do not consider there is any great problem of limitation on their computer facilities. Although Library operations are regarded as a low priority and suffer accordingly, storage facilities and computer time are adequate. Shortage and high turnover of computer staff are specifically mentioned as a limitation by Camden, Harrow and Lewisham and there is also a clear indication that the range of programmes and systems available is restricted.

In development projects and expectations, there is a wide spectrum of both approach and emphasis. Inevitably, this area is affected by external factors such as the economic situation. Kent and Westminster rule out developments and changes in the foreseeable future; Greenwich, Havering, Merton and Richmond indicate a current review of facilities, while Haringey and Walthamstow cite a time-scheduled sequence of developments. Predictably, there are two main areas of priority, which comprise loan control and stock ordering/cataloguing. There is, however, a variety of aims and proposals within these two spheres.

Some 50% of Library authorities avail themselves of Bureaux Services, although the volume of work sent varies. Several, e.g. Camden, Ealing, Kent, Walthamstow and Wandsworth indicate this is a temporary or 'overflow' measure. Only three, Haringey, Ealing and Glasgow use Bureaux Services for card punching, the latter two for borrower data.

## Q2. COMPUTER FACILITIES

| AUTHORITY       | COUNCIL<br>MAIN FRAME<br>COMPUTER                                    | CONSORTIUM<br>MAIN FRAME<br>COMPUTER         | HIRED MAIN<br>FRAME | OWN MINI-<br>COMPUTER                                  | HIRED MINI-<br>COMPUTER             | IN LIBRARY                       | OTHER<br>PREMISES                                    | TERMINALS                                                                                    | OTHER                                            |
|-----------------|----------------------------------------------------------------------|----------------------------------------------|---------------------|--------------------------------------------------------|-------------------------------------|----------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------|
|                 | (a)                                                                  | (b)                                          | (c)                 | (d)                                                    | (e)                                 | (f)                              | (g)                                                  | (h)                                                                                          | (i)                                              |
| BARNET          | ICL 2960                                                             |                                              |                     |                                                        |                                     | Plessey Data<br>Capture<br>Units | Flexowriter<br>Video Term-<br>inal (Admin<br>Office) | ICL 7502/<br>7561 Video<br>Terminal                                                          | Plessey<br>Terminals<br>Pen &<br>Composite       |
| BEXLEY          | ICL<br>Systems 4<br>(LBJCC)                                          |                                              |                     |                                                        |                                     |                                  |                                                      |                                                                                              |                                                  |
| BRENT           | IBM370/145<br>with Ealing                                            |                                              |                     |                                                        |                                     |                                  | Acton Civic<br>Centre                                |                                                                                              |                                                  |
| BROMLEY         | ICL 1903T                                                            |                                              |                     |                                                        |                                     |                                  |                                                      |                                                                                              |                                                  |
| CAMDEN          | ICL 1902T                                                            | IBM370<br>(Co-opera-<br>tive)                |                     |                                                        |                                     |                                  |                                                      |                                                                                              |                                                  |
| CROYDON         | ICL 1902                                                             |                                              |                     | Plessey 2B                                             | Plessey 2B<br>in Central<br>Library |                                  |                                                      | Standard<br>Kit supplied<br>with 2B<br>System                                                |                                                  |
| EALING          | IBM 370/<br>145<br>jointly<br>owned with<br>L.B.Brent                |                                              |                     | Interdata                                              |                                     |                                  |                                                      |                                                                                              |                                                  |
| GREENWICH       | ICL 2960<br>(From Apr<br>79)                                         | ICL 4/70<br>(To Mar 79)                      |                     |                                                        |                                     |                                  |                                                      |                                                                                              |                                                  |
| HARINGEY        |                                                                      | IBM 370/<br>158 (4<br>Borough<br>Consortium) |                     |                                                        |                                     | Plessey<br>SPC 1.8<br>module     |                                                      | Coscor 1/79                                                                                  | Plessey<br>Terminals<br>Pen &<br>Composite       |
| HARROW          | IBM 370/<br>135                                                      |                                              |                     |                                                        |                                     |                                  | In Council<br>computer<br>section                    | n/a                                                                                          |                                                  |
| HAVERING        |                                                                      |                                              | GLC IBM<br>370/145  | Interdata<br>74                                        |                                     | Yes                              |                                                      | Central<br>2 issue,<br>2 discharge<br>1 comp<br>Branches<br>1 issue 1<br>discharge 1<br>comp | 2 ASR 33<br>Teletype<br>2 10MBYTE<br>Disc Drives |
| HILLING-<br>DON |                                                                      |                                              |                     |                                                        |                                     |                                  |                                                      | Olivetti<br>DE523 with<br>Olivetti<br>UN812/9<br>tape drive                                  |                                                  |
| HOUNSLOW        | IBM 370/<br>138                                                      |                                              |                     | Redifon See<br>Check key<br>to disc<br>(data<br>entry) |                                     |                                  |                                                      |                                                                                              |                                                  |
| KENSING-<br>TON | IBM 370/<br>138                                                      |                                              |                     |                                                        |                                     |                                  |                                                      |                                                                                              |                                                  |
| LEWISHAM        | IBM 370/<br>138 3344<br>Discs<br>3420 Tapes<br>DOS/VS<br>power<br>VS |                                              |                     |                                                        |                                     |                                  |                                                      |                                                                                              |                                                  |
| MERTON          | ICL 1902T                                                            |                                              |                     |                                                        |                                     |                                  |                                                      | Held in<br>Rates<br>Section                                                                  | Redifon<br>Sucheck<br>data entry<br>system       |

Q2. COMPUTER FACILITIES Continued

|                | (a)                         | (b)         | (c) | (d) | (e) | (f)                   | (g) | (h)                                  | (i)                               |
|----------------|-----------------------------|-------------|-----|-----|-----|-----------------------|-----|--------------------------------------|-----------------------------------|
| RICHMOND       |                             | IBM 37      |     |     |     |                       |     |                                      |                                   |
| SOUTHWARK      |                             |             |     |     |     |                       |     |                                      | Uses BLCMCP System                |
| SUTTON         |                             | IBM 370/145 |     |     |     | Plessey SPC IB Module |     | 3 IBM 3257 VDU's<br>4 IBM 3277 VDU's | Plessey Terminals Pen & Composite |
| WALTHAM FOREST | ICL 1903                    |             |     |     |     |                       |     |                                      |                                   |
| WANDSWORTH     | ICL 1904 (ICL 2900 from 79) |             |     |     |     |                       |     |                                      |                                   |
| WESTMINSTER    | Univac 1106                 |             |     |     |     |                       |     |                                      |                                   |

|             | (a)                                   | (b) | (c)                    | (d)          | (e)                                         | (f)                | (g)                                        | (h)                                  | (i)                                      |
|-------------|---------------------------------------|-----|------------------------|--------------|---------------------------------------------|--------------------|--------------------------------------------|--------------------------------------|------------------------------------------|
| BIRMINGHAM  | ICL 1906A                             |     | BLCMP IBM 370 services |              |                                             |                    |                                            |                                      |                                          |
| DERBYSHIRE  | IBM 370/145 (IBM 3031 from Jan 79)    |     |                        | Prime 300    |                                             | ALS Systems Centre | Prime 300 to be housed in Treasurer's Dept | 3 x Informer VDU<br>2 x ITT 3287 VDU |                                          |
| DORSET      | ICL 1904 (2900 from Aut. 79).         |     |                        |              |                                             |                    |                                            | 3 ICL 7500 VDU's                     | 10 Olivetti RP50                         |
| EAST SUSSEX | ICL 1904A                             |     |                        |              |                                             |                    |                                            |                                      | LOCAS based on IBM 370 under BLBSD aegis |
| ESSEX       | Honeywell 6060                        |     |                        |              |                                             |                    |                                            | Telepen Mk III                       |                                          |
| GLASGOW     | Honeywell                             |     |                        | Interdata 74 |                                             | Mitchell Library   |                                            | 2 x Kode 33 Tele-types               |                                          |
| KENT        | ICL 1900 (to be replaced by ICL 2900) |     |                        |              |                                             |                    |                                            |                                      |                                          |
| LANCASHIRE  | ICL 1904A (ICL 2970 from 1979)        |     |                        |              |                                             |                    |                                            | 2 x ICL 7181 VDU's in Library        |                                          |
| WILTSHIRE   | IBM 370/145                           |     |                        |              | Quest Datapod supported Data General NOVA 3 |                    |                                            |                                      |                                          |

Q3. LIMITATIONS OF COMPUTER FACILITIES

| AUTHORITY      | STORAGE LIMITATIONS                                                                                    | COMPUTER TIME LIMITATIONS                                                        | PRIORITY LIMITATIONS                                                                               | OTHER LIMITATIONS                                                                                             |
|----------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| BARNET         | None                                                                                                   |                                                                                  | Low                                                                                                |                                                                                                               |
| BEXLEY         |                                                                                                        |                                                                                  |                                                                                                    |                                                                                                               |
| BRENT          |                                                                                                        |                                                                                  |                                                                                                    |                                                                                                               |
| BROMLEY        |                                                                                                        | On-line not achieved, but daily W.M.&Q batch processing on schedule              |                                                                                                    |                                                                                                               |
| CAMDEN         | Limited core capacity (64K)                                                                            |                                                                                  | Low priority for Library in operations and programming                                             | High turnover of computer staff                                                                               |
| CROYDON        | Not yet known                                                                                          | Not yet known                                                                    | Not yet known                                                                                      | Not yet known                                                                                                 |
| EALING         | None                                                                                                   | None                                                                             | Occasional problems but minimal                                                                    | Lack of automatic data transmission from Bib Dept to Mainframe. Mainframe geared to Off-line batch processing |
| GREENWICH      | None                                                                                                   | Regular slot                                                                     | Low                                                                                                |                                                                                                               |
| HARINGEY       |                                                                                                        | Mainframe on line 9 am-5 pm financial applications                               |                                                                                                    |                                                                                                               |
| HARROW         |                                                                                                        |                                                                                  |                                                                                                    | Library programs run regularly but low priority in times of staff shortage                                    |
| HAVERING       | Mini holds limited program storage Max stock file 600,000 Max borrower trap 4,000                      | Hired from GLC mainframe                                                         | Utilities cannot be run when mini on line for circulation system                                   |                                                                                                               |
| HILLINGDON     | N/A                                                                                                    | N/A                                                                              | N/A                                                                                                | N/A                                                                                                           |
| HOUNSLOW       |                                                                                                        | Agreed time schedule for library work                                            | Subject to alteration or delay due to other non-library priorities                                 |                                                                                                               |
| KENSINGTON     |                                                                                                        |                                                                                  | Transfer of existing systems from LBCC to Council's computer a priority-limitations on development |                                                                                                               |
| LEWISHAM       |                                                                                                        |                                                                                  |                                                                                                    | High turnover of computer staff                                                                               |
| MERTON         |                                                                                                        |                                                                                  |                                                                                                    | Paper tape system for one library only                                                                        |
| RICHMOND       |                                                                                                        |                                                                                  |                                                                                                    | Only sound recordings in system for com. catalogue                                                            |
| SOUTHWARK      |                                                                                                        |                                                                                  |                                                                                                    | Limited range of programs available - Cats & subject index at present                                         |
| SUTTON         | None                                                                                                   | IBM Enquiry System Tue-Fri 9am-8pm Sat 9am-5pm IBM update system Mon-Fri 9am-5pm | Low                                                                                                |                                                                                                               |
| WALTHAM FOREST |                                                                                                        |                                                                                  |                                                                                                    | Limitations on development of computerised issue system pending installation of ICL 2900 Summer '80           |
| WANDSWORTH     | Limited to 3 EDS 60 Disk Packs MARC fields - 120 characters only Overall record - 2000 characters only |                                                                                  | Priorities allocated /d Hoc based on estimated costings/savings                                    | Programme limit size 32K                                                                                      |

Q3. LIMITATIONS OF COMPUTER FACILITIES Continued

| AUTHORITY   | STORAGE LIMITATIONS                                                          | COMPUTER TIME LIMITATIONS                                                                              | PRIORITY LIMITATIONS                                           | OTHER LIMITATIONS                                                                                      |
|-------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  | None                                                                         | None                                                                                                   | None                                                           | None                                                                                                   |
| DERBYSHIRE  | Disc storage limitation for system resident files (not likely to be reached) | On-line access to mainframe limited to 9 am - 4.30 pm<br>Can be supplementary by overnight access      |                                                                | PRIME 300 is dedicated for library use                                                                 |
| DORSET      | None                                                                         | On-line facilities from 8am-12 noon, and 2pm-5pm except one half-day per month for routine maintenance |                                                                | Certain agreed field size limitations                                                                  |
| EAST SUSSEX |                                                                              |                                                                                                        |                                                                | Limitations on enhancements                                                                            |
| ESSEX       |                                                                              |                                                                                                        | High priority for Transactions File processing                 | On-line access proposed to dedicated disk drive at County Hall from County Lib HQ (for Cat & Ordering) |
| GLASGOW     | 4 x 10M Discs (allows 1million plus item record slots)                       |                                                                                                        | All libraries have on-line access to Mini during opening hours |                                                                                                        |
| KENT        | Good storage facilities                                                      | Irregular work eg subject index produced within reasonable time                                        | Library priority not high                                      |                                                                                                        |
| LANCASHIRE  | Catalogue records only held on-line 250 days                                 |                                                                                                        |                                                                | Limited systems and programming support available                                                      |
| WILTSHIRE   |                                                                              |                                                                                                        |                                                                |                                                                                                        |

Q4. DEVELOPMENT PRIORITY

| AUTHORITY      | DEVELOPMENT PRIORITY                                                                                                                                                                                                                                                                                      |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BARNET         | Circulation - upgrade DCU from cassette to L920 Mag Tape Unit.<br>Catalogue - upgrade to direct data entry as interim stage before complete on-line cataloguing.                                                                                                                                          |
| BEXLEY         |                                                                                                                                                                                                                                                                                                           |
| BRENT          | Most minor amendments ("tinkering") are now complete. Remaining developments are to change over to an integrated mini-based system (see question 24)                                                                                                                                                      |
| BROMLEY        | 1. Extension of circulation control system to busier libraries.<br>2. Cataloguing, book ordering. Systems developed as required.                                                                                                                                                                          |
| CAMDEN         | 1. Circulation a. Enhancement of overdue suite to provide author/title details on reminders.<br>b. Program to allow use of Plessey equipment for stocktaking.<br>c. Phasing in Plessey 'satellite' system.<br>2. Cataloguing - Possible use of BLCMP for Reference & Audio Visual cataloguing.            |
| CROYDON        | Circulation system - high priority in Corporation's computer development plans.                                                                                                                                                                                                                           |
| EALING         | Decisions made jointly by Borough Treasurers of Ealing and Brent, together with Computer Manager.                                                                                                                                                                                                         |
| GREENWICH      | Re-writing of programmes for councils own computer.<br>Computer charging hoped for in near future.                                                                                                                                                                                                        |
| HARINGEY       | 1. Plessey circulation control extension over 3 years to 10 after service points.<br>2. System enhancement to provide management information.<br>3. Readers file to be stored on mainframe and on-line (9am-5pm) via teleprocessing for access, interrogation, updating and amendment.                    |
| HARROW         | No development at present, but Library priority would be:<br>1. Use of VDUs for input of data.<br>2. Addition of F.J. Recorded sound.<br>3. Addition of Local Information File.<br>4. Addition of ordering systems.                                                                                       |
| HAVERING       | Review of existing system being carried out:<br>1. Complete loading of data onto main and mini stock files.<br>2. Obtain PDCU's for backup and stocktaking.                                                                                                                                               |
| HILLINGDON     | Plessey light pen automated issue system.                                                                                                                                                                                                                                                                 |
| HOUNSLOW       | Computer circulation control.                                                                                                                                                                                                                                                                             |
| KENSINGTON     | 1. Circulation system - involves the preparation of book data to provide details for overdue and reservations.<br>2. Cataloguing system - based in part on existing book file and external data eg MARC or LASER.                                                                                         |
| LEWISHAM       | Enhancements achieved as "Filler Jobs".                                                                                                                                                                                                                                                                   |
| MERTON         | Preliminary discussion of new system to include additional libraries - no decision yet taken.                                                                                                                                                                                                             |
| RICHMOND       | Proposals being considered for introduction by 1980/81 of computer charging using Plessey SPC 18 system at central library and extended to all branches by the end of 1982/83. Proposal to become member of BLCMP for all full catalogue service on microfiche with tapes for book issue control locally. |
| SOUTHWARK      | On-line catalogue and integrated order system.                                                                                                                                                                                                                                                            |
| SUTTON         | 1. Improvements to existing programmes for producing microfilm catalogues.<br>2. Improvements to programmes for on-line systems.<br>3. Extension of on-line enquiry system to include title and subject searching.<br>4. Development of interface between cataloguing and circulation systems.            |
| WALTHAM FOREST | 1. Computerised cataloguing 1979/80.<br>2. Computerised circulation control 1980/81.                                                                                                                                                                                                                      |
| WANDSWORTH     | 1. Enhancements to programme.<br>2. New integrated developments.                                                                                                                                                                                                                                          |
| WESTMINSTER    | No developments or enhancements of present programmes and systems possible in foreseeable future.                                                                                                                                                                                                         |

94. DEVELOPMENT PRIORITY Continued

| AUTHORITY   | DEVELOPMENT PRIORITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| DERBYSHIRE  | <ol style="list-style-type: none"> <li>1. Development and expansion of on-line circulation system.</li> <li>2. Refinement of cataloguing and ordering system.</li> <li>3. Development of more effective KWIC index system.</li> </ol>                                                                                                                                                                                                                                                                    |
| DORSET      | <ol style="list-style-type: none"> <li>1. Conversion of RP50 operation to OCR and associated terminals in HQ and 3 areas (for stock location purposes) and 10 libraries (for circulation). Completion date - Sep 1979.</li> <li>2. Final conversion of pre 1974 back stocks in 9 branches. Completion mid-November 1979.</li> <li>3. Tidying up class-fiction and cataloguing records. Completion during 1980.</li> <li>4. Improved programming facilities to avoid repeating inputting data.</li> </ol> |
| EAST SUSSEX | <ol style="list-style-type: none"> <li>1. Development of on-line acquisitions systems.</li> <li>2. Full integration of circulation/cataloguing system.</li> <li>3. Computerised catalogue of gramophone records.</li> </ol>                                                                                                                                                                                                                                                                              |
| ESSEX       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| GLASGOW     | <p>AIM - production of in-house system.</p> <p>Expansion requirements will be met by enhancement to a front-ended system - not yet designated.</p>                                                                                                                                                                                                                                                                                                                                                       |
| KENT        | Enhancements and changes not carried out quickly or easily.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| LANCASHIRE  | <ol style="list-style-type: none"> <li>1. To upgrade ALS data capture from paper tape to direct entry to main frame.</li> <li>2. Extend ALS issue system to more service points.</li> <li>3. Retrospective cataloguing of ANF titles.</li> <li>4. Extend computer catalogue coverage to fiction and Junior titles.</li> </ol>                                                                                                                                                                            |
| WILTSHIRE   | Currently 50% of County's Computer Development Staff are employed on Library development.                                                                                                                                                                                                                                                                                                                                                                                                                |

Q5. BUREAUX SERVICES

| AUTHORITY   | PURPOSE                                                                                                                                       | VOLUME OF WORK SENT                                                                        | CARD PUNCHING | MAGNETIC TAPE                                                 | OTHER                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|             | (a)                                                                                                                                           | (b)                                                                                        | (c)           | (d)                                                           | (e)                                                                                                   |
| BARNET      | COM-Catalogues and other files                                                                                                                | Cat - 250,000 monthly<br>Other - 250,000 items                                             |               | Catalogues & indexes<br>Reader registration<br>and link files |                                                                                                       |
| BEXLEY      |                                                                                                                                               |                                                                                            |               |                                                               |                                                                                                       |
| BRENT       |                                                                                                                                               |                                                                                            |               |                                                               |                                                                                                       |
| BROMLEY     |                                                                                                                                               |                                                                                            |               |                                                               |                                                                                                       |
| CAMDEN      | Circulation BL Data<br>Punching esp Reader<br>Reg - when DPO over-<br>loaded. Catalogue<br>BLCMP used for all<br>data prep & proce-<br>ssing  | Circulation Past year<br>70% currently nil<br>Catalogue 100%                               |               | For circulation control                                       | Paper Tape (BLCMP)                                                                                    |
| CROYDON     |                                                                                                                                               |                                                                                            |               |                                                               | Prog Devt by Bureau<br>operation of system<br>except Com Cat -<br>in house                            |
| EALING      | Borrower data loan<br>too great for<br>computer punch:oom                                                                                     |                                                                                            | Borrower data |                                                               | Post Office National<br>Data Processing<br>service for com cat.<br>from mag tape                      |
| GREENWICH   |                                                                                                                                               |                                                                                            |               |                                                               | Microfiche cat.<br>produced from Mag.<br>Tape by Microgen<br>6 times per year                         |
| HARINGEY    | Catalogue(Microfiche)<br>BL LOCAS plus data<br>prep & microfiche<br>agency                                                                    | Substantial                                                                                | ✓             | ✓                                                             | Extensive retro-<br>spective Cat 78-82<br>in assoc with<br>Plessey. Loan<br>control<br>implementation |
| HARROW      | Monthly conversio.<br>of tapes to micr-<br>film                                                                                               | 120,000 entries<br>per month                                                               |               |                                                               |                                                                                                       |
| HAVERING    | GLC maintain Master<br>Stock, Link,<br>Borrower Files<br>Produce o/dues etc.                                                                  | All acq, records,<br>enrolments,<br>amendments c 1500<br>records p.w. (max<br>length 77ch) |               | 6-12 transaction<br>tapes p.w.                                | Stock Borrowers file<br>on disc for trans-<br>mission via GPO<br>lines                                |
| HILLINGDON  |                                                                                                                                               |                                                                                            |               |                                                               | NCR microfiche prod-<br>uction 1979/80 bi-<br>monthly                                                 |
| HOUNSLOW    |                                                                                                                                               |                                                                                            |               |                                                               |                                                                                                       |
| KENSINGTON  |                                                                                                                                               |                                                                                            |               |                                                               |                                                                                                       |
| LEWISHAM    |                                                                                                                                               |                                                                                            |               |                                                               |                                                                                                       |
| MERTON      |                                                                                                                                               |                                                                                            |               |                                                               |                                                                                                       |
| RICHMOND    |                                                                                                                                               |                                                                                            |               |                                                               |                                                                                                       |
| SOUTHWARK   |                                                                                                                                               |                                                                                            |               |                                                               |                                                                                                       |
| SUTTON      | Microfilm Bureau<br>production of Library<br>Catalogue every 2<br>months                                                                      | 18,000 Masterframes<br>producing 216,000 copy<br>frames (increasing<br>rapidly)            |               | ✓                                                             |                                                                                                       |
| WALTHAMSTOW | From May 79 Retro,<br>Cat 200,000 items<br>over 10 months<br>From Apr 79 Com-<br>fiche for mainframe<br>stock from Mag Tape<br>Monthly update | 2,000 monthly for com.<br>fiche Temp 20,000<br>items monthly for data<br>prep              |               |                                                               |                                                                                                       |

## Q5. BUREAUX SERVICES Continued

|             | (a)                                                                | (b)                                                                                                             | (c)  | (d)                                       | (e)                                           |
|-------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------|-------------------------------------------|-----------------------------------------------|
| WANDSWORTH  | Punching cat & reader record - weekly<br>Printout of Cat - monthly | Cat records 5,000 p.w<br>Borrower 750 p.w.<br>Com.Master 7,100 p.w.<br>Copy 95,300 p.m.<br>Emergency procedures | None | Punching of catalogues & borrower records | Com Film print-out of book & audio catalogues |
| WESTMINSTER |                                                                    |                                                                                                                 |      |                                           |                                               |

|             | (a)                                                                                         | (b)                                                                                           | (c)                                           | (d)                                | (e)  |
|-------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------|------|
| BIRMINGHAM  |                                                                                             |                                                                                               |                                               |                                    |      |
| DERBYSHIRE  | Borrower Reg Stock access - until transferred to Library mini-computer                      | 2,000 borrowers records monthly<br>1,000 stock records monthly                                | None                                          | All data returned on magnetic tape |      |
| DORSET      | Production of Com fiche catalogues 2 monthly                                                | 13000 frames - author file.<br>7000 frames - subject file<br>c400 frames - subject index file | None                                          | None                               | None |
| EAST SUSSEX | Computer processing for cat system via BLBSD/LOCAS<br>Key punching for 1 Com Bur for output |                                                                                               |                                               |                                    |      |
| ESSEX       |                                                                                             |                                                                                               |                                               |                                    |      |
| GLASGOW     | Weekly batch processing - o'dues & borrow security reports. Update borrower & title files   |                                                                                               | From library supplied update to borrower file |                                    |      |
| KENT        | Only in exceptional circumstances                                                           |                                                                                               |                                               |                                    |      |
| LANCASHIRE  |                                                                                             |                                                                                               |                                               |                                    |      |
| WILTSHIRE   | Fiche preparation                                                                           |                                                                                               |                                               | ✓                                  |      |

Q6. SERVICING CONTRACTS

| AUTHORITY         | MAIN FRAME<br>(a)                                | MINI<br>(b) | TERMINALS<br>(c)                | CIRCULATION EQUIPMENT<br>(d)                                                   | OTHER<br>(e)                        |
|-------------------|--------------------------------------------------|-------------|---------------------------------|--------------------------------------------------------------------------------|-------------------------------------|
| BARNET            |                                                  |             | ICL for VDU and<br>flexewriter  | Plessey                                                                        |                                     |
| BEXLEY            |                                                  |             |                                 |                                                                                |                                     |
| BRENT             |                                                  |             |                                 | Plessey                                                                        |                                     |
| BROMLEY           | ALS - do Lib<br>System, VDUs,<br>issue equipment |             |                                 |                                                                                |                                     |
| CAMDEN            |                                                  |             |                                 | Plessey                                                                        | Microfilm Readers<br>I.E.M.         |
| CROYDON           |                                                  |             |                                 |                                                                                |                                     |
| EALING            |                                                  |             | Cataloguing -<br>Olivetti       | Plessey                                                                        |                                     |
| GREENWICH         |                                                  |             |                                 |                                                                                |                                     |
| HARINGEY          |                                                  |             |                                 | Plessey                                                                        |                                     |
| HARROW            |                                                  |             |                                 |                                                                                | All arranged by<br>Computer Section |
| HAVERING          |                                                  | Plessey     | Plessey                         |                                                                                |                                     |
| HILLINGDON        |                                                  |             |                                 |                                                                                |                                     |
| HOUNSLOW          |                                                  |             |                                 |                                                                                |                                     |
| KENSINGTON        |                                                  |             |                                 |                                                                                | Label print -<br>Plessey            |
| LEWISHAM          |                                                  |             |                                 | Plessey                                                                        |                                     |
| MERTON            |                                                  |             |                                 | ALS                                                                            |                                     |
| RICHMOND          |                                                  |             |                                 |                                                                                |                                     |
| SOUTHWARK         |                                                  |             |                                 |                                                                                |                                     |
| SUTTON            |                                                  |             | Arranged by<br>Computer Section | Plessey                                                                        |                                     |
| WALTHAM<br>FOREST |                                                  |             |                                 |                                                                                |                                     |
| WANDSWORTH        |                                                  |             |                                 | Maintenance contract with Plessey. 4<br>services per year & emergency callout. |                                     |
| WESTMINSTER       |                                                  |             |                                 |                                                                                |                                     |

|             |                                                        |         |  |                                                                         |            |
|-------------|--------------------------------------------------------|---------|--|-------------------------------------------------------------------------|------------|
| BIRMINGHAM  |                                                        |         |  |                                                                         |            |
| DERBYSHIRE  | Treasurer's Dept &<br>IBM                              |         |  | ALS contract includes<br>maintenance of PRIME<br>300 by Prime Engineers |            |
| DORSET      | Computer Services<br>Central establis-<br>ment changes |         |  |                                                                         |            |
| EAST SUSSEX |                                                        |         |  |                                                                         |            |
| ESSEX       |                                                        |         |  |                                                                         |            |
| GLASGOW     |                                                        | Plessey |  | Plessey                                                                 |            |
| KENT        |                                                        |         |  |                                                                         |            |
| LANCASHIRE  |                                                        |         |  | ALS                                                                     | VDUs - ICL |
| WILTSHIRE   |                                                        |         |  |                                                                         |            |

(Questions 7-13)  
CATALOGUING, ETC.

Of the 34 library authorities in London 14 (41%) now have at least a part of their cataloguing procedure computer based, 12 have a catalogue which is in COM format, although some of these also produce hard copy for staff use, and at least half of these authorities are using microfiche.

Four authorities already have or are planning catalogue files linked to the stock files of a computer based issuing system while two, Camden and Southwark, are full members of BLCMP. The only other library to use a bureau service for cataloguing records in Haringey which subscribes to the British Library LOCAS service.

Concerning the frequency of catalogue production, the most common cycles are monthly or bi-monthly. Only three authorities produce supplements, Barnet, Ealing and Wandsworth, all the rest producing a completely new catalogue at each cycle. Subject index production ranges from monthly to annually, with two authorities only producing them infrequently.

Of the 14 libraries using computer catalogues all but one, Richmond (at this stage gram only), include adult lending stock, five include reference stock and nine children's material. Only Waltham Forest and Wandsworth have catalogues of A/V material and Lewisham is alone in having a KWIC listing of serials and journals. Of those libraries receiving management information (9) most use this to monitor additions and withdrawals from stock either generally or at specific libraries. Sutton has a listing each week of outstanding orders and Croydon is planning to monitor use of all stock within set periods to assist with stock revision.

The authorities sampled from outside London all have computer based catalogues and five of the eight have computer ordering procedures. Two use BLCMP and one BLAISE/LOCAS for cataloguing records and Kent is using LASER files for retrospective conversion. All use COM format for their catalogues with longer cycles of production, generally 6 or 12 monthly with monthly cumulations. This is probably due to the larger size of the authorities and great number of service points.

Q7. WHICH OF THE FOLLOWING CATALOGUE ROUTINES ARE COMPUTERISED

| AUTHORITY      | ORDERING | BK. CAT | RECORD CAT | OTHER CAT           | STOCK FILES | INTEG/LINKED                      |
|----------------|----------|---------|------------|---------------------|-------------|-----------------------------------|
| BARNET         |          | ✓       |            |                     | ✓           | ✓(Stock No. & ISBN)               |
| BEXLEY         |          |         |            |                     |             |                                   |
| BRENT          |          | ✓       |            |                     |             |                                   |
| BROMLEY        |          |         |            |                     |             |                                   |
| CAMDEN         |          | ✓       | ✓          |                     |             |                                   |
| CROYDON        |          | ✓       | ✓          | ✓(Cassette)         | ✓           | ✓(Stock file & Cat Linked)        |
| EALING         |          | ✓       |            |                     | ✓           | ✓(Sorting of Stock File possible) |
| GREENWICH      |          | ✓       |            |                     |             |                                   |
| HARINGEY       |          | ✓       |            |                     | ✓           | ✓(Stock file & Cat linked)        |
| HARROW         |          | ✓       |            |                     |             |                                   |
| HAVERING       |          |         |            |                     | ✓           |                                   |
| HILLINGDON     |          | ✓       |            | ✓(Music scores)     |             |                                   |
| HOUNSLOW       |          | ✓       |            |                     |             |                                   |
| KENSINGTON     |          |         |            | ✓(Subj index)       |             |                                   |
| LEWISHAM       |          | ✓       | ✓          | ✓(Kwic cat of JNL5) | ✓           |                                   |
| MERTON         |          |         |            |                     |             |                                   |
| RICHMOND       |          |         | ✓          | ✓(Cassette)         |             |                                   |
| SOUTHWARK      |          | ✓(ANF)  |            |                     |             |                                   |
| SUTTON         |          | ✓       |            |                     |             |                                   |
| WALTHAM FOREST |          | ✓       | ✓          | ✓                   |             |                                   |
| WANDSWORTH     |          | ✓       | ✓          |                     | ✓           | ✓(Stock file & Cat linked)        |
| WESTMINSTER    |          | ✓       |            |                     |             |                                   |

|             |        |        |   |                 |   |                                   |
|-------------|--------|--------|---|-----------------|---|-----------------------------------|
| BIRMINGHAM  |        | ✓      | ✓ | ✓               |   |                                   |
| DERBYSHIRE  | ✓      | ✓      |   |                 | ✓ | ✓                                 |
| DORSET      | ✓      | ✓      | ✓ | ✓               | ✓ | ✓                                 |
| EAST SUSSEX |        | ✓      |   |                 | ✓ |                                   |
| ESSEX       | ✓      | ✓      | ✓ | ✓               |   |                                   |
| GLASGOW     |        | ✓      |   |                 |   |                                   |
| KENT        | ✓      | ✓      |   |                 |   | ✓                                 |
| LANCASHIRE  | ✓(ANF) | ✓(ANF) |   | ✓(music scores) | ✓ | ✓(Order Stock & Cat files linked) |
| WILTSHIRE   | ✓      | ✓      |   |                 |   |                                   |

Q8. TYPE OF EQUIPMENT USED

| AUTHORITY      | INPUT                                    | OUTPUT                                              |
|----------------|------------------------------------------|-----------------------------------------------------|
| BARNET         |                                          | Fiche                                               |
| BEXLEY         |                                          |                                                     |
| BRENT          |                                          |                                                     |
| BROMLEY        |                                          |                                                     |
| CAMDEN         | Pen and paper                            | Fiche                                               |
| CROYDON        | Manual & Plessey SPC2B                   | Fiche                                               |
| EALING         | Olivetti DE523 & CRU/10 & A504 & UNB12/9 |                                                     |
| GREENWICH      |                                          |                                                     |
| HARINGEY       |                                          | Fiche                                               |
| HARROW         |                                          | Film                                                |
| HAVERING       |                                          |                                                     |
| HILLINGDON     |                                          |                                                     |
| HOUNSLOW       |                                          |                                                     |
| KENSINGTON     |                                          | Subject index - photocopy reduction of line printer |
| LEWISHAM       |                                          | Fiche                                               |
| MERTON         |                                          |                                                     |
| RICHMOND       |                                          |                                                     |
| SOUTHWARK      |                                          | Film (BLCMP)                                        |
| SUTTON         | VDU on line to mainframe                 | VDU on line to mainframe                            |
| WALTHAM FOREST |                                          | Fiche                                               |
| WANDSWORTH     |                                          | Film                                                |
| WESTMINSTER    |                                          | Film                                                |

|             |                                 |                                             |
|-------------|---------------------------------|---------------------------------------------|
| BIRMINGHAM  |                                 | Fiche (BLCMP)                               |
| DERBYSHIRE  | ITT 3287 terminals to mainframe |                                             |
| DORSET      | 3 ICL 7500 VDUs Olivetti RP50   |                                             |
| EAST SUSSEX | Mellardata elite VT             | Fiche                                       |
| ESSEX       |                                 | VDU on line to mainframe (decision pending) |
| GLASGOW     |                                 |                                             |
| KENT        | KODE HCV punch machines         |                                             |
| LANCASHIRE  | ICL 7181 VDUs                   | Film                                        |
| WILTSHIRE   |                                 |                                             |

Q9. IF CATALOGUES ARE COMPUTERISED INDICATE USE OF

| AUTHORITY      | MARC CURR                                       | MARC RETRO | MARC HANDLING           | MARC FILE DROP | BLAISE   | EXCH. FAC                                        | OTHER                                                                                                    |
|----------------|-------------------------------------------------|------------|-------------------------|----------------|----------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| BARNET         |                                                 |            |                         |                |          |                                                  | Self generated system.                                                                                   |
| BERLEY         |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| BRENT          |                                                 |            |                         |                |          |                                                  | No external machine-readable records are used. Short, very basic records are generated entirely in-house |
| BROMLEY        |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| CAMDEN         | ✓(BLCMP)                                        | ✓(BLCMP)   |                         |                |          |                                                  | Full BLCMP member - access to Emma records                                                               |
| CROYDON        |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| EALING         |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| GREENWICH      |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| HARINGEY       | ✓                                               | ✓          |                         |                | ✓(LOCAS) |                                                  | Non-MARC Locally generated submissions                                                                   |
| HARROW         |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| HAVERING       |                                                 |            |                         |                |          |                                                  | ISBN printout of additions for LASER                                                                     |
| HILLINGDON     |                                                 |            |                         |                |          | LOCAS & local records to supplement BL data base |                                                                                                          |
| HOUNSLOW       |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| KENSINGTON     |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| LEWISHAM       | ✓                                               |            | ✓(edited MARC)          |                |          |                                                  | Pre 70 stock locally done in MARC format.                                                                |
| MERTON         |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| RICHMOND       |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| SOUTHWARK      | ✓(BLCMP)                                        | ✓(BLCMP)   |                         |                |          | Access to other BLCMP records                    | Library of congress & MARC records 72                                                                    |
| SUTTON         |                                                 |            |                         |                |          |                                                  | Adult stock run against MARC/LASER file & local input                                                    |
| WALTHAM FOREST |                                                 |            |                         |                |          |                                                  |                                                                                                          |
| WANDS-WORTH    | Now discontinued used only for conversion still |            | Record edited into file | After 1 year   |          |                                                  | Own MARC format input                                                                                    |
| WEST-INDER     |                                                 |            |                         |                |          |                                                  |                                                                                                          |

|             |                        |            |                  |              |                     |          |                                           |
|-------------|------------------------|------------|------------------|--------------|---------------------|----------|-------------------------------------------|
| BIRMINGHAM  | ✓(BLCMP)               | ✓(BLCMP)   | ✓(BLCMP)         |              |                     | ✓(BLCMP) |                                           |
| DERBY-SHIRE |                        | ✓          |                  |              |                     |          |                                           |
| DORSET      |                        |            |                  |              |                     |          | Data generated in-house                   |
| EAST SUSSEX | ✓                      | ✓          | BLAISE LOCAS     | BLAISE LOCAS | ✓                   |          |                                           |
| ESSEX       |                        |            |                  |              |                     |          |                                           |
| GLASGOW     | ✓(BLCMP)               | ✓(BLCMP)   |                  |              |                     |          |                                           |
| KENT        | ✓                      | ✓(15 mths) | Stripped records | 15 mths      |                     |          | LASER/KENT sub-file for retro, conversion |
| LANCASHIRE  | ✓                      |            |                  | 6 wks        | Under investigation |          | Non-MARC records input locally            |
| WILTSHIRE   | ✓(for conversion only) |            |                  |              |                     |          |                                           |

## Q10. CATALOGUING OUTPUT

| AUTHORITY      | A | B | C | D | CONTENT                                                                                                                                                                                                               |
|----------------|---|---|---|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BARNET         | ✓ | ✓ |   | ✓ | i. Subject index Master Authority file.<br>ii. Subject index for branches<br>iii. Adult & Junior fic and non. fic catalogues                                                                                          |
| BEXLEY         |   | ✓ |   |   | Subject index                                                                                                                                                                                                         |
| BRENT          | ✓ | ✓ |   | ✓ | COM output consists of Adult and Children's non-fiction books and Music scores catalogues, in alpha and class sequence, plus an alpha adult fiction catalogue for the two libraries using Plessey circulation system. |
| BROMLEY        |   |   |   |   |                                                                                                                                                                                                                       |
| CAMDEN         |   | ✓ |   | ✓ | B. Subject index.<br>D. A or J lending stock.                                                                                                                                                                         |
| CROYDON        |   |   |   | ✓ | Finding details of all lending stock.                                                                                                                                                                                 |
| EALING         | ✓ |   |   |   | Variety of cats in separate orders for staff use and stock control.                                                                                                                                                   |
| GREENWICH      |   |   |   | ✓ | ANF catalogue (lending and reference).                                                                                                                                                                                |
| MARINGEY       |   |   |   | ✓ | A/Z author. Classified Number sequence (link file) resort                                                                                                                                                             |
| HARROW         | ✓ |   |   | ✓ | ANF - author and classified Stock catalogue (subject index - printout)                                                                                                                                                |
| HAVERING       |   |   |   |   |                                                                                                                                                                                                                       |
| HILLINGDON     | ✓ |   |   | ✓ | Author catalogue )<br>Classified catalogue ) Microfiche<br>ISBN - author - title listing)<br>Precis subject index - original printout                                                                                 |
| HOUNSLOW       |   |   |   | ✓ | All non-fiction titles added to stock since 1968 including Junior title.<br>Input of pre 1968 stock is continuing.<br>Fiction titles not included.                                                                    |
| KENSINGTON     |   | ✓ |   |   | Subject index (Xerox)                                                                                                                                                                                                 |
| LEWISHAM       | ✓ |   |   |   | ISBN, Author, title, class, edition, publisher, date, location.                                                                                                                                                       |
| MERTON         |   |   |   |   |                                                                                                                                                                                                                       |
| RICHMOND       |   |   |   | ✓ |                                                                                                                                                                                                                       |
| SOUTHWARK      |   | ✓ |   | ✓ | Print out of subject index com of ANF only.                                                                                                                                                                           |
| SUTTON         |   |   |   | ✓ | Author, short title, publisher, edition, date, ISBN, Locations, accession no., class no.                                                                                                                              |
| WALTHAM FOREST |   |   |   | ✓ | Classified catalogue, author catalogue.                                                                                                                                                                               |
| WANDSWORTH     | ✓ |   |   | ✓ | Weekly list of new books and circulations.<br>Accession no list of new books.<br>Com cats, diagnostics, validations.                                                                                                  |
| WESTMINSTER    |   |   |   | ✓ |                                                                                                                                                                                                                       |

|             |   |   |  |   |                                                                                                                                                                            |
|-------------|---|---|--|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  |   | ✓ |  | ✓ |                                                                                                                                                                            |
| DERBYSHIRE  | ✓ |   |  | ✓ | Daily order/cat records.<br>Weekly consolidation to M/F.<br>COM cat - author & class.                                                                                      |
| DORSET      | ✓ | ✓ |  | ✓ | Daily output listings and printed daily author index.<br>Secondary list in ISBN order.<br>Non ISBN - adhesive labels.<br>All new books provided with self-adhesive labels. |
| EAST SUSSEX |   |   |  | ✓ |                                                                                                                                                                            |
| ESSEX       |   |   |  | ✓ |                                                                                                                                                                            |
| GLASGOW     |   |   |  | ✓ | Catalogue of Mitchell Library.                                                                                                                                             |
| KENT        | ✓ | ✓ |  | ✓ | Special cats eg Drama, Tech Colls, A&J N/F.                                                                                                                                |
| LANCASHIRE  | ✓ | ✓ |  | ✓ | Diagnostics. Full bills, description o/o list ANF cat.                                                                                                                     |
| WILTSHIRE   |   |   |  | ✓ |                                                                                                                                                                            |

Q11. FREQUENCY OF CATALOGUE

| AUTHORITY      | COMPLETE CATALOGUE                     | SUPPLEMENTS                    | SUBJECT INDEX                   | OTHER                               |
|----------------|----------------------------------------|--------------------------------|---------------------------------|-------------------------------------|
| BARNET         | 2 MONTHLY                              | 6 MONTHLY                      |                                 |                                     |
| BEXLEY         |                                        |                                | 6 MONTHLY                       |                                     |
| BRENT          | MONTHLY                                |                                | 6 MONTHLY (Approx).             |                                     |
| BROMLEY        |                                        |                                |                                 |                                     |
| CAMDEN         | MONTHLY                                |                                | ANNUALLY (at least)             |                                     |
| CROYDON        | MONTHLY                                |                                | 6 MONTHLY                       |                                     |
| EALING         | ANNUALLY                               | 2 MONTHLY (Cumulating)         | ANNUALLY (at least)             |                                     |
| GREENWICH      | 2 MONTHLY                              |                                | LATEST EDITION 1972             |                                     |
| HARINGEY       | MONTHLY                                |                                |                                 |                                     |
| HARROW         | MONTHLY                                |                                | MONTHLY                         | SELECTIVE PRINT - OUT ON DEMAND     |
| HAVERING       |                                        |                                |                                 |                                     |
| HILLINGDON     | BI-MONTHLY                             |                                | ANNUALLY                        |                                     |
| HOUNSLOW       | BI-MONTHLY                             |                                | ANNUALLY                        |                                     |
| KENSINGTON     |                                        |                                | 6 MONTHLY                       |                                     |
| LEWISHAM       | To be determined                       |                                |                                 | KWIC listing of serials (on demand) |
| MERTON         |                                        |                                |                                 |                                     |
| RICHMOND       | MONTHLY                                |                                |                                 |                                     |
| SOUTHWARK      | 2 MONTHLY                              |                                | 3 MONTHLY                       |                                     |
| SUTTON         | 2 MONTHLY                              |                                | Infrequent as needed for prints |                                     |
| WALTHAM FOREST | MONTHLY                                |                                | 3 MONTHLY                       |                                     |
| WANDS-WORTH    | ANNUALLY                               | MONTHLY (Cumulating 3 monthly) |                                 |                                     |
| WESTM-INSTER   | Adult - MONTHLY<br>Music/J - 3 MONTHLY |                                | ANNUALLY                        |                                     |

|             |                                            |                                                    |                     |                                                      |
|-------------|--------------------------------------------|----------------------------------------------------|---------------------|------------------------------------------------------|
| BIRMI-NGHAM | Lending - 6 MONTHLY<br>Reference - MONTHLY | MONTHLY                                            | IRREGULAR           | J - 3 MONTHLY                                        |
| DERBY-SHIRE | 6 MONTHLY                                  | MONTHLY                                            | Occasional (Manual) | Stock lists & Class lists on demand                  |
| DORSET      | 4 MONTHLY (author 2 monthly)               | WEEKLY - cumulating until bi-monthly author update | 4 MONTHLY           |                                                      |
| EAST SUSSEX | MONTHLY                                    |                                                    | ANNUALLY            |                                                      |
| ESSEX       | 6 MONTHLY                                  | MONTHLY                                            |                     |                                                      |
| GLASGOW     | ANNUALLY                                   | MONTHLY - Cumulating 6 MONTHLY                     |                     |                                                      |
| KENT        | 6 MONTHLY                                  | Fortnightly cumulation                             | 6 MONTHLY           | Music/Drama Cat 6 Monthly<br>Tech Coll Cat 3 Monthly |
| LANCAS-HIRE | ANNUALLY                                   | MONTHLY Cumulation                                 | To be decided       |                                                      |
| WILTS-HIRE  | 2 MONTHLY                                  | Weekly cumulation                                  | ANNUALLY            |                                                      |

## Q12. FORM OF CATALOGUE

| AUTHORITY         | AUTHOR | CLASS | TITLE | S. INDEX | ADULT          | JUV                | REF          | GRAM       | A/V        | SERIAL | OTHER          |
|-------------------|--------|-------|-------|----------|----------------|--------------------|--------------|------------|------------|--------|----------------|
| BARNET            | ✓      | ✓     |       | ✓        | ✓              | ✓                  |              |            |            |        |                |
| BEXLEY            |        |       |       | ✓ (ANF)  |                |                    |              |            |            |        |                |
| BRENT             |        |       |       |          |                |                    |              |            |            |        |                |
| BROMLEY           |        |       |       |          |                |                    |              |            |            |        |                |
| CAMDEN            | ✓      | ✓     | ✓     | ✓        | ✓              | ✓                  |              |            |            |        |                |
| CROYDON           | ✓      | ✓     | ✓     | ✓        | ✓              | ✓                  |              | ✓          |            |        |                |
| EALING            | ✓      | ✓     | ✓     | ✓        | ✓              | ✓                  |              |            |            |        |                |
| GREEN-<br>WICH    | ✓      | ✓     |       | ✓        | ✓<br>(ANF)     |                    | ✓<br>(INANF) |            |            |        |                |
| HARINGEY          | ✓      | ✓     |       |          | ✓              | ✓                  | ✓            |            |            |        |                |
| HARROW            | ✓      | ✓     |       |          | ✓              |                    | ✓            |            |            |        |                |
| HAVERING          |        |       |       |          |                |                    |              |            |            |        |                |
| HILLINGDON        | ✓      | ✓     |       |          | ✓              | ✓ (integrated)     | ✓            |            |            |        |                |
| HOUNSLOW          | ✓      | ✓     |       |          |                | ✓ (Auth/<br>Class) |              |            |            |        |                |
| KENSIN-<br>GTON   |        |       |       | ✓        |                |                    |              |            |            |        |                |
| LEWISHAM          | ✓      |       |       |          | ✓              | ✓                  | ✓            |            |            | ✓      | ISBN<br>Order  |
| MERTON            |        |       |       |          |                |                    |              |            |            |        |                |
| RICHMOND          | ✓      |       | ✓     |          |                |                    |              | ✓          |            |        |                |
| SOUTH-<br>WARK    | ✓      | ✓     |       |          | ✓<br>(NF Only) |                    |              |            |            |        |                |
| SUTTON            | ✓      | ✓     | ✓     |          | ✓              |                    |              |            |            |        |                |
| WALTHAM<br>FOREST | ✓      | ✓     |       |          | ✓              | ✓                  |              |            | ✓          |        |                |
| WANDS-<br>WORTH   | ✓      | ✓     | ✓     |          | ✓              | ✓                  | ✓<br>(Class) | ✓<br>(A/Z) | ✓<br>(A/Z) |        |                |
| WESTM-<br>INSTER  | ✓      | ✓     |       |          | ✓              | ✓                  |              |            |            |        | Music<br>Stock |

|                 |           |           |   |                                                                  |                 |   |                    |   |  |  |  |
|-----------------|-----------|-----------|---|------------------------------------------------------------------|-----------------|---|--------------------|---|--|--|--|
| BIRMI-<br>NGHAM | ✓<br>(NF) | ✓<br>(NF) |   |                                                                  |                 |   | ✓ (Auth/<br>Class) | ✓ |  |  |  |
| DERBY-<br>SHIRE | ✓         | ✓         |   |                                                                  | ✓               |   |                    |   |  |  |  |
| DORSET          | ✓         | ✓         | ✓ | Author entries for adult, junior, reference etc. in one sequence |                 |   |                    |   |  |  |  |
| EAST<br>SUSSEX  | ✓         | ✓         | ✓ | Precis                                                           |                 |   |                    |   |  |  |  |
| ESSEX           | ✓         | ✓         |   | ✓                                                                | ✓               | ✓ | ✓                  |   |  |  |  |
| GLASGOW         | ✓         | ✓         | ✓ |                                                                  | ✓               |   |                    |   |  |  |  |
| KENT            | ✓         | ✓         | ✓ |                                                                  | ✓               | ✓ |                    |   |  |  |  |
| LANCAS-<br>HIRE | ✓         | ✓         | ✓ |                                                                  | ✓<br>(N/F only) |   | ✓                  |   |  |  |  |
| WILTS-<br>HIRE  | ✓         | ✓         |   |                                                                  | ✓               | ✓ | ✓                  | ✓ |  |  |  |

Q13. MANAGEMENT INFORMATION

| AUTHORITY      | MANAGEMENT INFORMATION                                                                              | USES                                                                                                                                                                                                                                                                          |
|----------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BARNET         |                                                                                                     |                                                                                                                                                                                                                                                                               |
| BEXLEY         |                                                                                                     |                                                                                                                                                                                                                                                                               |
| BRENT          | Hard copy                                                                                           | Very basic information, detailing number of records input, rejected, accepted. Also number of new, changed, withdrawn records. Also similar report for linking between catalogue and circulation system. Finally, number of records on full catalogue. No cumulative facility |
| BROMLEY        |                                                                                                     |                                                                                                                                                                                                                                                                               |
| CAMDEN         | Statistics of data input                                                                            | Control of BLCMP costs                                                                                                                                                                                                                                                        |
| CROYDON        | On demand: stock by library or item type, list of stock not issued. List of items added pre-X date. | Precise details of stock use and age                                                                                                                                                                                                                                          |
| EALING         | Bookstocks - line printer.                                                                          | Statistics for external returns & internal control & planning.                                                                                                                                                                                                                |
| GREENWICH      | 2 monthly stats of adds & w/ds. List of last copy w/d.                                              | Annual stock figures monitor input/w/d Branch stock. Notify LASER.                                                                                                                                                                                                            |
| HARINGEY       | To be decided.                                                                                      |                                                                                                                                                                                                                                                                               |
| HARROW         | Printed                                                                                             | Stock control.                                                                                                                                                                                                                                                                |
| HAVERING       |                                                                                                     |                                                                                                                                                                                                                                                                               |
| HILLINGDON     | Nil.                                                                                                |                                                                                                                                                                                                                                                                               |
| HOUNSLOW       | Catalogue only                                                                                      | Cataloguing purposes                                                                                                                                                                                                                                                          |
| KENSINGTON     |                                                                                                     |                                                                                                                                                                                                                                                                               |
| LEWISHAM       |                                                                                                     |                                                                                                                                                                                                                                                                               |
| MERTON         |                                                                                                     |                                                                                                                                                                                                                                                                               |
| RICHMOND       |                                                                                                     |                                                                                                                                                                                                                                                                               |
| SOUTHWARK      | Number of new titles for 3 month period                                                             |                                                                                                                                                                                                                                                                               |
| SUTTON         | Daily list of file sizes<br>Weekly list of outstanding orders                                       | File organisation chasers                                                                                                                                                                                                                                                     |
| WALTHAM FOREST |                                                                                                     |                                                                                                                                                                                                                                                                               |
| WANDSWORTH     | Total input by library. W/D & stock file sizes on file. Additions by category.                      | Accurate statistics                                                                                                                                                                                                                                                           |
| WESTMINSTER    | Annual statistics of stock - by library total titles in stock in LASER collections                  |                                                                                                                                                                                                                                                                               |

|             |                                                                                                                                                                                                                                                           |                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| BRIMINGHAM  |                                                                                                                                                                                                                                                           |                                                                                                 |
| DERBYSHIRE  | Orders placed - weekly. Books on order/ outstanding. Books on order by branch - by book type                                                                                                                                                              | Monitor spending, stock added, supplier performance                                             |
| DORSET      | On request - 1. Outstanding orders by date or order number and within that ISBN.<br>2. Financial analysis sheets daily under expendixutre codes.<br>3. Individual branch stock lists in author/Dewey order.<br>4. Stock figures and average price figures | Following up orders. Checking receipting procedures. Stocktaking in preparation for conversion. |
| EAST SUSSEX |                                                                                                                                                                                                                                                           |                                                                                                 |
| ESSEX       | Committed and actual expenditure                                                                                                                                                                                                                          |                                                                                                 |
| GLASGOW     |                                                                                                                                                                                                                                                           |                                                                                                 |
| KENT        | Analysis of adds & w/ds with subject and location breakdown.                                                                                                                                                                                              | Stock editing                                                                                   |
| LANCASHIRE  | Under discussion.                                                                                                                                                                                                                                         |                                                                                                 |
| WILTSHIRE   |                                                                                                                                                                                                                                                           |                                                                                                 |

Questions 14 - 20.

CIRCULATION CONTROL

Of the 20 libraries which have computerised their circulation systems, 13 are in London (38% of London Libraries). 11 include non-book material, mainly gramophone records and cassettes. All the 20 have computerised their overdue but only 12 have linked files.

In the types of systems installed, Plessey leads the way, as expected with 14, ALS has 5 (2 in London), there is a Telepen system proposed for Essex, and Dorset is converting to OCR using REI wands.

Almost without exception, overdues are produced by computer on computer stationery, but Derbyshire produces adhesive labels. 11 libraries only give the item number on the overdue card although 8 also give short title entry. Sutton produces overdues daily. The usual lists are printed for overdue recovery with 2 libraries making lists for Book Recovery Officers and Ealing being prepared to take legal action. Only 3 libraries take action for reservations before the normal overdue procedure.

Most libraries have a paper printout of membership files although 6 use some form of COM. 10 libraries include a branch identifier within the membership number and only Havering and Lewisham have a number which indicates the area of residence. Croydon can achieve the same result through analysing the post-codes of borrowers.

In converting their stocks, most libraries have used a random numbering system for ease of conversion. Lewisham and Dorset use the ISBN as part of the computer number. ISBNs are frequently used to link circulation data to catalogue.

There are no surprises in the management information which is used for statistical returns, monitoring performance and planning. Havering lists 100 most reserved titles each quarter, Lewisham, Bromley and East Sussex can analyse where their readers live.

Q14. WHICH OF THE FOLLOWING CIRCULATION ROUTINES ARE COMPUTERISED

| AUTHORITY      | BOOK ISSUES |    | GRAM/CASS ISSUES |                  | OTHER ISSUES           |    | OVERDUE SYSTEM |    | BORROWERS REGISTER     |                     |   |  | Integration or Linkage                                                                   |
|----------------|-------------|----|------------------|------------------|------------------------|----|----------------|----|------------------------|---------------------|---|--|------------------------------------------------------------------------------------------|
|                | YES         | NO | YES              | NO               | YES                    | NO | YES            | NO | Alphabetical<br>YES NO | Numerical<br>YES NO |   |  |                                                                                          |
| BARNET         | ✓           |    | ✓                |                  | None                   |    | ✓              |    | ✓                      |                     | ✓ |  | Item number linked with author/title item.<br>Reader number with date of last borrowing  |
| BRENT          | ✓           |    |                  | ✓                | ✓                      |    | ✓              |    | ✓                      |                     | ✓ |  | All one programme suite & appropriate info is taken from separate files onto one output. |
| BEXLEY         |             |    |                  |                  |                        |    |                |    |                        |                     |   |  |                                                                                          |
| BROMLEY        | ✓           |    | ✓                |                  |                        | ✓  | ✓              |    |                        | ✓                   | ✓ |  | a,b,c,d,e integrated                                                                     |
| CAMDEN         | ✓           |    | ✓                |                  | ✓<br>A/V               |    | ✓              |    |                        | ✓                   | ✓ |  | a,b,c,d,e integrated                                                                     |
| CROYDON        | ✓           |    | ✓                |                  |                        | ✓  | ✓              |    | ✓                      |                     | ✓ |  |                                                                                          |
| EALING         | ✓           |    | ✓                |                  |                        | ✓  | ✓              |    | ✓                      |                     | ✓ |  |                                                                                          |
| GREENWICH      |             |    |                  |                  |                        |    |                |    |                        |                     |   |  |                                                                                          |
| HARINGEY       | ✓           |    |                  | ✓<br>to be added | ✓<br>Non book material |    | ✓              |    |                        | ✓                   | ✓ |  | a,d,e, to produce overdue and loans status enquiries                                     |
| HARROW         |             |    |                  |                  |                        |    |                |    |                        |                     |   |  |                                                                                          |
| HAVERING       | ✓           |    | ✓                |                  | ✓<br>pict-<br>ures     |    | ✓              |    | ✓                      |                     | ✓ |  | a,b,c,d,e, linked by main-frame suite.                                                   |
| HILLINGDON     |             |    |                  |                  |                        |    |                |    |                        |                     |   |  |                                                                                          |
| HOUNSLOW       |             |    |                  |                  |                        |    |                |    |                        |                     |   |  |                                                                                          |
| KENSINGTON     | ✓           |    | ✓                |                  |                        | ✓  | ✓              |    | ✓                      |                     | ✓ |  |                                                                                          |
| LEWISHAM       | ✓           |    | ✓                |                  | ✓<br>pict-<br>ures     |    | ✓              |    | ✓                      |                     | ✓ |  | a,b,c,d,e, integrated                                                                    |
| MERTON         | ✓           |    |                  | ✓                |                        | ✓  | ✓              |    |                        | ✓                   | ✓ |  | Borrower & transaction files linked                                                      |
| RICHMOND       |             |    |                  |                  |                        |    |                |    |                        |                     |   |  |                                                                                          |
| SOUTHWARK      |             |    |                  |                  |                        |    |                |    |                        |                     |   |  |                                                                                          |
| SUTTON         | ✓           |    | ✓                |                  | ✓<br>all loaned mat.   |    | ✓              |    | ✓                      |                     | ✓ |  | a,b,c,d,                                                                                 |
| WALTHAM FOREST |             |    |                  |                  |                        |    |                |    |                        |                     |   |  |                                                                                          |
| WANDSWORTH     | ✓           |    |                  | ✓                |                        |    | ✓              |    |                        | ✓                   | ✓ |  | Book issues & overdue system linked to borrowers register.                               |
| WESTMINSTER    |             |    |                  |                  |                        |    |                |    |                        |                     |   |  |                                                                                          |

|             |   |  |   |   |                   |   |   |  |   |   |   |  |                                                                                                                                          |
|-------------|---|--|---|---|-------------------|---|---|--|---|---|---|--|------------------------------------------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  | ✓ |  | ✓ |   |                   | ✓ | ✓ |  | ✓ |   | ✓ |  |                                                                                                                                          |
| DERBYSHIRE  | ✓ |  |   | ✓ |                   | ✓ | ✓ |  | ✓ |   | ✓ |  |                                                                                                                                          |
| DORSET      | ✓ |  |   | ✓ |                   |   | ✓ |  |   | ✓ | ✓ |  |                                                                                                                                          |
| EAST SUSSEX | ✓ |  |   | ✓ |                   | ✓ | ✓ |  | ✓ |   | ✓ |  |                                                                                                                                          |
| ESSEX       | ✓ |  | ✓ |   |                   |   |   |  |   |   |   |  |                                                                                                                                          |
| GLASGOW     | ✓ |  | ✓ |   |                   | ✓ | ✓ |  | ✓ |   | ✓ |  |                                                                                                                                          |
| KENT        |   |  |   |   |                   |   |   |  |   |   |   |  |                                                                                                                                          |
| LANCASHIRE  | ✓ |  |   | ✓ | ✓<br>Music Scores |   | ✓ |  | ✓ |   | ✓ |  | Includes books at binding or on special loan. Book issues & overdue notices linked. Overdue notice requires access to borrowers register |
| WILTSHIRE   | ✓ |  | ✓ |   |                   | ✓ |   |  |   | ✓ | ✓ |  | c. linked for catalogue                                                                                                                  |

Q15. TYPE OF EQUIPMENT

| AUTHORITY      | TYPE OF EQUIPMENT                                                                                                                                    |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| BARNET         | Plessey satellite system.                                                                                                                            |
| BRENT          | Plessey hard-wired off-line batch $\frac{1}{2}$ " Data Capture Unit & portable cassette recorder for use in Junior Library and as emergency back-up. |
| BEXLEY         | Nil.                                                                                                                                                 |
| BROMLEY        | ALS Mk II                                                                                                                                            |
| CAMDEN         | Plessey hard wired system with cassettes                                                                                                             |
| CROYDON        | Plessey SPC 2B                                                                                                                                       |
| EALING         | Plessey SPC 1B                                                                                                                                       |
| GREENWICH      | Nil.                                                                                                                                                 |
| HARINGEY       | Plessey SPC 1B                                                                                                                                       |
| HARROW         | Nil.                                                                                                                                                 |
| HAVERING       | Plessey SPC 2B                                                                                                                                       |
| HILLINGDON     |                                                                                                                                                      |
| HOUNSLOW       |                                                                                                                                                      |
| KENSINGTON     | Plessey satellite system using $\frac{1}{2}$ " mag tape.                                                                                             |
| LEWISHAM       | Plessey hard wired system.                                                                                                                           |
| MERTON         | ALS hard wired.                                                                                                                                      |
| RICHMOND       | Nil.                                                                                                                                                 |
| SOUTHWARK      | Nil.                                                                                                                                                 |
| SUTTON         | Plessey SPC 1B                                                                                                                                       |
| WALTHAM FOREST | Plessey SPC 1B (from September 1980).                                                                                                                |
| WANDSWORTH     | Plessey hard wired system 14 terminals                                                                                                               |
| WESTMINSTER    | Nil                                                                                                                                                  |

|             |                                                                                                         |
|-------------|---------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  | ALS edge punched card system                                                                            |
| DERBYSHIRE  | ALS On line system 5 soon to be in operation                                                            |
| DORSET      | Olivetti RP50's but in process of conversion to OCR using REI Wands (31) coupled to Microwave terminals |
| EAST SUSSEX | Plessey hard wired mixture of cassettes or $\frac{1}{2}$ " mag tape                                     |
| ESSEX       | Telepen Mk III (proposed)                                                                               |
| GLASGOW     | Plessey SPC 2B                                                                                          |
| KENT        | Nil                                                                                                     |
| LANCASHIRE  | ALS Label based system in 5 libraries.                                                                  |
| WILTSHIRE   | Plessey satellite system                                                                                |

Q16. OVERDUES

| AUTHORITY         | FORMAT<br>(a)                                                                        | CONTENT<br>(b)                                                                                     | FREQUENCY<br>(c)                                                                                                                          | SHELF CHECK LISTS<br>(d) | OTHER<br>(e)                                                                                                                     |
|-------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| BARNET            | Official stationery                                                                  | Plessey Number<br>Author<br>Short title                                                            | Weekly                                                                                                                                    | Printout                 |                                                                                                                                  |
| BEXLEY            |                                                                                      |                                                                                                    |                                                                                                                                           |                          |                                                                                                                                  |
| BRENT             |                                                                                      | Author, title<br>class number,<br>date due                                                         | Weekly                                                                                                                                    |                          | Auto discard after six<br>months                                                                                                 |
| BROMLEY           | Post card                                                                            | Item number                                                                                        | Weekly<br>1st O/D 3 weeks<br>2nd O/D 6 weeks                                                                                              |                          | Weekly - reservation o/due<br>by more than one week<br>Borrowers and item numbers<br>Items 10 weeks O/D<br>Daily movement report |
| CAMDEN            | Computer<br>produced post-<br>cards                                                  | Charging number<br>Borrowers name &<br>address (commercial<br>number for audio)                    | Weekly                                                                                                                                    |                          | O'dues printout<br>Printed memo for book<br>recovery officer over-<br>borrowing reports on audio<br>material.                    |
| CROYDON           | Computer<br>produced                                                                 | Stock number<br>Short title<br>Date due                                                            | Weekly<br>1st & 2nd O/Ds<br>to be produced<br>in similar<br>format                                                                        |                          |                                                                                                                                  |
| EALING            | Computer<br>produced cards                                                           |                                                                                                    | Weekly                                                                                                                                    |                          | Printed list as 12 wks O/D<br>for further action. Legal<br>proceedings possible                                                  |
| GREENWICH         |                                                                                      |                                                                                                    |                                                                                                                                           |                          |                                                                                                                                  |
| HARINGEY          | Continuous<br>stationery to be<br>machine enveloped<br>Multi-paragraph<br>on reverse | Control number<br>Date<br>Point of issue<br>Type of reminder                                       |                                                                                                                                           |                          | In early stages of<br>development                                                                                                |
| HARROW            |                                                                                      |                                                                                                    |                                                                                                                                           |                          |                                                                                                                                  |
| HAVERING          | Continuous<br>stationery post-<br>card format<br>Posted by GLC                       | Item number<br>Date issued<br>Type of material<br>Borrowers name &<br>address<br>Borrower's number | Weekly<br>1st O/D 8 wks from<br>date of issue<br>2nd O/D 10 weeks<br>3rd O/D 13 weeks<br>4th O/D 24 weeks<br>3rd/4th pre-library<br>lists |                          |                                                                                                                                  |
| HILLINGDON        |                                                                                      |                                                                                                    |                                                                                                                                           |                          |                                                                                                                                  |
| HOUNSLOW          |                                                                                      |                                                                                                    |                                                                                                                                           |                          |                                                                                                                                  |
| KENSINGTON        | Format not yet<br>agreed                                                             | Plessey number<br>Author<br>Short title                                                            | To be agreed                                                                                                                              |                          | Not yet decided.                                                                                                                 |
| LEWISHAM          | Computer produ-<br>ced card                                                          | ISBN Copy Number<br>Location<br>Borrowers name &<br>address                                        | Weekly                                                                                                                                    | Weekly                   | Overborrowing list<br>Calls for book recovery<br>officer<br>Print of borrowers loans<br>on request.                              |
| MERTON            | Postcard/letter<br>or paper print<br>as required                                     | Stock number<br>Date due<br>Borrowers name<br>address<br>Borrowers number                          | Weekly                                                                                                                                    |                          | Numerical printout of<br>readers - six monthly                                                                                   |
| RICHMOND          |                                                                                      |                                                                                                    |                                                                                                                                           |                          |                                                                                                                                  |
| SOUTHWARK         |                                                                                      |                                                                                                    |                                                                                                                                           |                          |                                                                                                                                  |
| SUTTON            | Pre printed cards<br>and letters                                                     | Accession number<br>Type of material<br>Borrowers name &<br>address                                | Daily for items<br>overdue by 6 &<br>10 weeks (cards)<br>13 & 19 weeks<br>(letters)                                                       |                          |                                                                                                                                  |
| WALTHAM<br>FOREST |                                                                                      |                                                                                                    |                                                                                                                                           |                          |                                                                                                                                  |

| AUTHORITY   | (a)                                                  | (b)                                             | (c)    | (d)                                                                                 | (e)                                                                                                                                                                           |
|-------------|------------------------------------------------------|-------------------------------------------------|--------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WANDSWORTH  | Computer produced on postcards or printed stationery | Accession number<br>Author<br>Title<br>Date due | Weekly | Class No order shows author, title major key, item no borrower no. type of reminder | Weekly - O/D control total<br>O/D statistics<br>Monthly Borrower No order listing<br>1. More than 12 bks on loan<br>2. More than 6 books O/D<br>3. Entry on legal action list |
| WESTMINSTER |                                                      |                                                 |        |                                                                                     |                                                                                                                                                                               |

|             |                                        |                                                                                                        |                                                                 |                                                                                      |                                                                    |
|-------------|----------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| BIRMINGHAM  | ✓                                      | Item number only                                                                                       |                                                                 |                                                                                      |                                                                    |
| DERBYSHIRE  | Computer produced adhesive label       | Book number & ISBN<br>Author & title (short)<br>Date of file<br>currency<br>Name & address of borrower | Weekly                                                          | Proof list                                                                           | Proof list retained as record of O/D production                    |
| DORSET      | Computer produced on normal card stock | ISBN being converted to author & the reader number into borrowers name & address                       | 4 wks - then 3 wks followed by a letter after a further 3 weeks | No-but cards returned to branches before being sent out so a shelf check is possible |                                                                    |
| EAST SUSSEX | Computer produced letters              | Book no<br>Author<br>Title<br>Class no                                                                 | Weekly                                                          |                                                                                      | List of seriously overdue items                                    |
| ESSEX       | Not yet determined                     |                                                                                                        |                                                                 |                                                                                      |                                                                    |
| GLASGOW     | Computer produced cards & letters      | Copy no(s)<br>Borrowers name & address                                                                 | Weekly                                                          |                                                                                      | Cumulative report of all items outstanding despite previous action |
| KENT        |                                        |                                                                                                        |                                                                 |                                                                                      |                                                                    |
| LANCASHIRE  | Postcards                              | Book No<br>Return date<br>Borrowers name & address                                                     | Weekly                                                          |                                                                                      | List of transactions removed from file after 60 days O/D           |
| WILTSHIRE   |                                        |                                                                                                        |                                                                 |                                                                                      |                                                                    |

## Q17. MEMBERSHIP FILES

| AUTHORITY      | PAPER PRINTOUT       |    | MICRO FILM |    | MICRO FICHE |    | BORR. ORDER            |    | NUMERICAL ORDER      |    | TYPE OF READER NO.                                                                                                                                        | OTHER                                                                                                                                                                                                           |
|----------------|----------------------|----|------------|----|-------------|----|------------------------|----|----------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | YES                  | NO | YES        | NO | YES         | NO | YES                    | NO | YES                  | NO |                                                                                                                                                           |                                                                                                                                                                                                                 |
| BARNET         | ✓                    |    | ✓          |    | ✓           |    | ✓                      |    | ✓                    |    | Random sequential 1st digit indicates<br>1 - Adult<br>2 - Junior                                                                                          |                                                                                                                                                                                                                 |
| BEXLEY         |                      |    |            |    |             |    |                        |    |                      |    |                                                                                                                                                           |                                                                                                                                                                                                                 |
| BRENT          | ✓                    |    |            | ✓  |             | ✓  | ✓                      |    | ✓                    |    | 0 - Mandatory<br>D - Reader Status<br>DDDD- Serial No<br>DDD - Branch                                                                                     | Very basic info, detailing no. of records input, rejected, accepted Also similar report for linking between catalogue and circulation system. Finally no. of records on full catalogue. No cumulative facility. |
| BROMLEY        | ✓                    |    |            | ✓  |             | ✓  |                        | ✓  | ✓                    |    | ALS borrower nos.                                                                                                                                         | Readers cards in A-Z order                                                                                                                                                                                      |
| CAMDEN         | ✓                    |    |            | ✓  |             | ✓  |                        | ✓  | ✓                    |    | On labels: 9 digit Nos 1st 3 numbers indicate branch on files & printouts. Alpha prefix + 6 numeric. Prefix indicates branch.                             |                                                                                                                                                                                                                 |
| CROYDON        |                      | ✓  |            | ✓  | ✓           |    | ✓                      |    | ✓                    |    | Random identifier within blocks (ie A/J) 6 digits. Prefixed by branch code 3 digits.                                                                      |                                                                                                                                                                                                                 |
| EALING         | ✓                    |    |            | ✓  |             | ✓  | ✓                      |    | ✓                    |    | Blocks for each branch 9 digits: 1st - Zero, 2-7 arithmetical sequence, 8-9 filler.                                                                       |                                                                                                                                                                                                                 |
| GREENWICH      |                      |    |            |    |             |    |                        |    |                      |    |                                                                                                                                                           |                                                                                                                                                                                                                 |
| HARINGEY       |                      | ✓  |            | ✓  |             | ✓  | ✓<br>In House Card Reg |    | ✓<br>On Computer     |    | 14 char. bar code 1st borrower no. identifier. 2-4 status (A&J) 5-11 sequential no. 12 check digit, 13-14 reader in generalised persons application file. |                                                                                                                                                                                                                 |
| HARROW         |                      |    |            |    |             |    |                        |    |                      |    |                                                                                                                                                           |                                                                                                                                                                                                                 |
| HAVERING       | ✓<br>For Each Branch |    |            | ✓  | ✓           |    | ✓<br>For Whole System  |    | ✓<br>For Each Branch |    | 9 digits based on rates file number                                                                                                                       | Sequences for borrowers not on rates file. First four digits for borrowers living outside Havering indicated area of residence                                                                                  |
| HILLINGDON     |                      |    |            |    |             |    |                        |    |                      |    |                                                                                                                                                           |                                                                                                                                                                                                                 |
| HOUNSLOW       |                      |    |            |    |             |    |                        |    |                      |    |                                                                                                                                                           |                                                                                                                                                                                                                 |
| KENSINGTON     |                      |    | ✓          |    |             |    | ✓                      |    | ✓                    |    | 9 chars. 1st borrower No. identifier                                                                                                                      |                                                                                                                                                                                                                 |
| LEWISHAM       | ✓                    |    |            | ✓  |             | ✓  | ✓                      |    | ✓                    |    | No. indicates specific address & place of enrolment.                                                                                                      |                                                                                                                                                                                                                 |
| MERTON         | ✓                    |    |            | ✓  |             | ✓  |                        | ✓  | ✓                    |    | 6 characters.                                                                                                                                             |                                                                                                                                                                                                                 |
| RICHMOND       |                      |    |            |    |             |    |                        |    |                      |    |                                                                                                                                                           |                                                                                                                                                                                                                 |
| SOUTHWARK      |                      |    |            |    |             |    |                        |    |                      |    |                                                                                                                                                           |                                                                                                                                                                                                                 |
| SUTTON         |                      | ✓  | ✓          |    |             | ✓  | ✓                      |    | ✓                    |    | 9 digits consist of Borough & Branch identifier. Reader category sequential no.                                                                           |                                                                                                                                                                                                                 |
| WALTHAM FOREST |                      |    |            |    |             |    |                        |    |                      |    |                                                                                                                                                           |                                                                                                                                                                                                                 |
| WANDSWORTH     | ✓                    |    |            | ✓  |             | ✓  |                        | ✓  | ✓                    |    | 11 Digit No. Indicates library at which registered                                                                                                        | Binding listed according to category                                                                                                                                                                            |
| WESTMINSTER    |                      |    |            |    |             |    |                        |    |                      |    |                                                                                                                                                           |                                                                                                                                                                                                                 |

Q17. MEMBERSHIP FILES Continued

| AUTHORITY   | YES | NO | YES                | NO | YES | NO | YES | NO | YES | NO | F                                                                                      | G                                                                                                                                                                                      |
|-------------|-----|----|--------------------|----|-----|----|-----|----|-----|----|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  | ✓   |    |                    | ✓  |     | ✓  | ✓   |    | ✓   |    |                                                                                        |                                                                                                                                                                                        |
| DERBYSHIRE  | ✓   |    |                    | ✓  |     | ✓  | ✓   |    | ✓   |    | 9 Chars & check digit<br>first is alphabetic 2<br>& 3 indicate A/J                     |                                                                                                                                                                                        |
| DORSET      |     | ✓  |                    | ✓  |     | ✓  |     | ✓  | ✓   |    | 7 digit, the 1st being<br>unique to a particular<br>branch.                            |                                                                                                                                                                                        |
| EAST SUSSEX | ✓   |    |                    | ✓  |     | ✓  | ✓   |    | ✓   |    | 6 digit + 3 digits<br>branch identifier<br>separate ranges for A&J                     |                                                                                                                                                                                        |
| ESSEX       |     |    | NOT YET DETERMINED |    |     |    |     |    |     |    |                                                                                        |                                                                                                                                                                                        |
| GLASGOW     | ✓   |    |                    | ✓  | ✓   |    | ✓   |    | ✓   |    | Unique No designated<br>A/J & library of<br>enrolment                                  | Borrower category filled<br>for A/J/Audio for whole<br>service or specified<br>library. Second member-<br>ship applications.<br>Reserved borrowers.<br>Borrowers with O/D<br>inhibited |
| KENT        |     |    |                    |    |     |    |     |    |     |    |                                                                                        |                                                                                                                                                                                        |
| LANCASHIRE  | ✓   |    |                    | ✓  |     | ✓  | ✓   |    | ✓   |    | Separate sequences of<br>nos. for each service<br>point. Separate<br>sequences for A/J |                                                                                                                                                                                        |
| WILTSHIRE   |     |    |                    |    |     |    |     |    |     |    | 10 chars. proposed                                                                     |                                                                                                                                                                                        |

## Q18. OTHER OUTPUT

| AUTHORITY      | OTHER OUTPUT                                                                                                                       |                                                                                                                                                                           |
|----------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BARNET         | Link file.                                                                                                                         |                                                                                                                                                                           |
| BEXLEY         |                                                                                                                                    |                                                                                                                                                                           |
| BRENT          | Processing reports - hard copy.                                                                                                    |                                                                                                                                                                           |
| BROMLEY        | None.                                                                                                                              |                                                                                                                                                                           |
| CAMDEN         | Daily -                                                                                                                            | Status of reserved items. Number validation report. Processing errors. Reservation recall notices. Statistics.                                                            |
|                | Weekly -                                                                                                                           | Trapping store status report.                                                                                                                                             |
|                | Periodically -                                                                                                                     | Trapping store/computer realignment report. Charging number/accesion number equivalent index.                                                                             |
|                | As required -                                                                                                                      | 'Dead books' report. Status of individual borrowers.                                                                                                                      |
| CROYDON        | As required -                                                                                                                      | Analysis of junior use by school age groups (to be provided).                                                                                                             |
|                | -                                                                                                                                  | Listing of members of each branch in postal code order.                                                                                                                   |
| EALING         | None                                                                                                                               |                                                                                                                                                                           |
| GREENWICH      |                                                                                                                                    |                                                                                                                                                                           |
| HARINGEY       | To be developed                                                                                                                    |                                                                                                                                                                           |
| HARROW         |                                                                                                                                    |                                                                                                                                                                           |
| HAVERING       | Weekly -                                                                                                                           | Processing comments for stock file, borrower file, input<br>Reminder listing of inter branch loans and binding 13 weeks from date of issue.<br>Overborrowing list.        |
| HILLINGDON     |                                                                                                                                    |                                                                                                                                                                           |
| HOUNSLOW       |                                                                                                                                    |                                                                                                                                                                           |
| KENSINGTON     | Book file printouts (1) Author (2) Item No (3) Classified.                                                                         |                                                                                                                                                                           |
| LEWISHAM       | Daily -                                                                                                                            | Enquiry search from ISBN to list copied instock, location, availability, last issue date, no. of times borrowed, current borrower.                                        |
|                | Weekly -                                                                                                                           | Reservation report listing all item reserved and branch of reservation in date of reservation order.<br>Transaction report listing additions and deletions to stock file. |
| MERTON         | Recall notices for reservations.                                                                                                   |                                                                                                                                                                           |
| RICHMOND       |                                                                                                                                    |                                                                                                                                                                           |
| SOUTHWARK      |                                                                                                                                    |                                                                                                                                                                           |
| SUTTON         | Error, validation and discrepancy reports.                                                                                         |                                                                                                                                                                           |
| WALTHAM FOREST |                                                                                                                                    |                                                                                                                                                                           |
| WANDSWORTH     | Update and input report for borrowers register.<br>Output and error reports for daily transaction tapes.<br>Overdue error reports. |                                                                                                                                                                           |
|                | Weekly -                                                                                                                           | Main title print in accession no. order.<br>Excessive and invalid renewals.                                                                                               |
|                | Monthly -                                                                                                                          | Trapping store report - hard copy.                                                                                                                                        |
| WESTMINSTER    |                                                                                                                                    |                                                                                                                                                                           |

|             |                                                                                                                                                      |                                                                                                                            |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  |                                                                                                                                                      |                                                                                                                            |
| DERBYSHIRE  | Monthly -                                                                                                                                            | Hard copy print of stock record in control no. order (ISBN) includes branch code and copy no. Used for reservation system. |
| DORSET      | Complete list of all overdue books - by computerised branch - is possible.                                                                           |                                                                                                                            |
| EAST SUSSEX | List of books on loan to special borrowers eg binding.<br>Borrowers with excess books.<br>Status report on reserved books entered in trapping store. |                                                                                                                            |
| ESSEX       |                                                                                                                                                      |                                                                                                                            |
| GLASGOW     |                                                                                                                                                      |                                                                                                                            |
| KENT        |                                                                                                                                                      |                                                                                                                            |
| LANCASHIRE  |                                                                                                                                                      |                                                                                                                            |
| WILTSHIRE   |                                                                                                                                                      |                                                                                                                            |

## Q19. CONVERSION OF LIBRARY STOCKS

| AUTHORITY  | METHOD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | REASONS FOR DECISIONS                                                                                                                                                                                                                                      | EXCLUSIONS                                                                                                |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| BARNET     | Temporary casual assistants worked in teams numbering system random sequential. Circulation stock only numbered.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | (a) Stock did not have accession nos. before.<br>(b) Major part of stock converted pre SBN.<br>(c) SBN not sufficiently reliable for use as control no.                                                                                                    |                                                                                                           |
| BEXLEY     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                            |                                                                                                           |
| BRENT      | Plessey bar code, manual Plessey no. link file, stock cards have Plessey no. also                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Serial no. used because of mistrust of ISBN and copy no. system                                                                                                                                                                                            | Stock not categorised beyond Adult, Junior, Music, Fiction Non-Fiction, Scores, Audio-Visual, Paperbacks. |
| BROMLEY    | All stocks renumbered with ALS computer labels. Books/records/cassettes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                            |                                                                                                           |
| CANDEN     | System based on accession nos. compatible with Plessey. Old stock (pre 1965) must be renumbered. A link between old and new numbers is made on the computer file. Labels are printed on the spot by bar-code label printer.                                                                                                                                                                                                                                                                                                                                      | In 1971 when system started there seemed no alternative makes for speed and simplicity at accessioning stage.                                                                                                                                              |                                                                                                           |
| CROYDON    | Random numbering system for labelling linked to ISBN in mini computer and mainframe. Will include item identifier(record/paperback/large print) plus library identifier                                                                                                                                                                                                                                                                                                                                                                                          | Allows immediate labelling of stock with sequential random numbers.                                                                                                                                                                                        |                                                                                                           |
| EALING     | System of 9 digit book nos<br>7 digits - Title No (first digit significant)<br>2 digits - Location<br>1 digit - Copy No.<br>BIB No. & ISBN No. included with data input to form future link with MARC. Existing NF union Cat. Control Lib. Fic Cat. and childrens cat. edited & input with title nos. to form initial data base.<br>All stock checked against that, allocated 9 digit no. barcoded stock data input to data base.<br>Vols not on printout catalogued, labelled & added to data base.<br>Sound recordings data base made by examination of items. | In 1972/3 Plessey unable to accommodate full ISBN plus 3 digits ease of reservation trapping.                                                                                                                                                              | Medical stock of St Bernards Hospital not on data base.                                                   |
| GREENWICH  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                            |                                                                                                           |
| HARINGEY   | 14 char. bar codes.<br>Large scale retrospective computer cataloguing action taken by professional staff. No additional staffing but community industry staff assisted with bar-coding                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                            | Records/cassettes/Non book materials to be added.                                                         |
| HARROW     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                            |                                                                                                           |
| HAVERING   | Random numbers. Each library closed for 2 wks to process shelf stock, then returns done. No extra staffing. Programme complete in 1 yr.                                                                                                                                                                                                                                                                                                                                                                                                                          | Ease of conversion. Book suppliers able to stock in labels. Catalogue and stock records changed subsequently to system change over system stocktake Service points could be issued with blocks of labels and ranges could be loaded onto mini immediately. | Reference to Housebound Stocks                                                                            |
| HILLINGDON |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                            |                                                                                                           |
| HOUNSLOW   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                            |                                                                                                           |
| KENSINGTON | Circulation system based on -<br>(a) Plessey No/class No/ISBN/BIB No./author & title (limit 50 chars)<br>(b) A/J/Music lending stocks to be assigned 9 char nos. consisting of title no. (first seven chars) Copy No. (last 2 chars).                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                            |                                                                                                           |

| AUTHORITY      | METHOD                                                                                                                                                                                                                                                                                                                                                                                                                                  | REASONS FOR DECISIONS                                                                                   | EXCLUSIONS |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------|
| LEWISHAM       | Locally proved labels Book Nos are ISBN/Copy No/Location                                                                                                                                                                                                                                                                                                                                                                                | ISBN chosen to enable development of an integrated system based on a no. common to all areas of system. |            |
| MERTON         | Random? Stock processed in 3 months prior to live date.                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                         | None       |
| RICHMOND       |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                         |            |
| SOUTHMARK      |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                         |            |
| SUTTON         | Numbering system used original accession No. (to avoid changing stamped items) prefixed by code indicating category of material to minimise effect of no bibliographic details in loan system. Bar code labels produced by special temp staff or staff on overtime.                                                                                                                                                                     |                                                                                                         | None       |
| WALTHAM FOREST | Stocktaking and union cat. editing to eliminate waste. Data preparation of cat entries by agency. Entries fed onto mag tape to mainframe which is linked via Redifon to a Plessey multi-line label printer. Computer programmed to generate unique accession no (including identifiers) and print bar code label (includes your identifier category, book no. & copy no.) Com fiche produced. Label sent to branch for fixing in block. |                                                                                                         |            |
| WANDSWORTH     | Shelf conversion library by library to Plessey. Accession Nos using retrospective BL MARC file (link files to ISBN, BNB, or Wandsworth No.). Conversion is prior to integration in Plessey issue system                                                                                                                                                                                                                                 |                                                                                                         |            |
| WESTMINSTER    |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                         |            |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                    |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------|
| BERMINGHAM  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                    |
| DERBYSHIRE  | Insert ALS label in book. This allocates unique copy No. Link to ISBN. Sequential numbering system.                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | Reference material |
| DORSET      | All stock since 1975 fitted with OCR labels. All pre 1975, where applicable is being relabelled to maintain full interchange of stocks. Labelling process validates the location & stock control system. Labels are self adhesive in alphabetical order for fiction and Dewey number for non-fiction. Where necessary for imminent use of OCR equipment the library is closed for stocktaking. Books issued on ISBN (or local equivalent plus 3 digit copy identifier). Microprocessor undertakes check digit identification.               |  |                    |
| EAST SUSSEX | Original stock file created pre re-organisation (A&J) of those libraries (4) using Plessey system from stock records. Since then input of stock is from books themselves (benefit of a stock check). Non-significant numbering system - title no. plus copy no. Input for non-live libraries from printout of library stock file in full entry or amendment if already on catalogue. Bar-code labels supplied by Plessey from mag tape compiled from above. Since Jan 73 all new stock is bar-coded if meant for libraries to be converted. |  |                    |

| AUTHORITY  | METHOD                                                                                                                                               | REASONS FOR DECISIONS | EXCLUSIONS                          |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|
| ESSEX      |                                                                                                                                                      |                       |                                     |
| GLASGOW    | Conversion from Brownie/photo charging<br>Unique numbers indicating : type of<br>material - book/picture/record/<br>cassette Location, adult/junior. |                       | Live lending stock only<br>included |
| KENT       |                                                                                                                                                      |                       |                                     |
| LANCASHIRE | ALS machine readable no. used for all<br>lending stock in libraries using ALS                                                                        |                       | Non lending stock                   |
| WILTSHIRE  | Title/Copy Nos.<br>Input data for validation on mini<br>Bar-code labels produced by Plessey from<br>mini mag tape.                                   |                       |                                     |

## Q20. MANAGEMENT INFORMATION

| AUTHORITY      | TYPE OF OUTPUT                                                                                                                                                                                                                                                                                                                                                                                                                              | USE                                                                                                                                            |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| BARNET         | Statistics                                                                                                                                                                                                                                                                                                                                                                                                                                  | Forward planning.                                                                                                                              |
| BEXLEY         |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                |
| BRENT          | Hard copy: "hard" statistics, ie basic issue figures cumulated and categorised, numbers of overdue.<br>Management information (cumulative facility) - includes statistical reports, stock status reports.                                                                                                                                                                                                                                   | General monitoring.                                                                                                                            |
| BROMLEY        | <u>Monthly</u> Printout of issue statistics.<br><u>Quarterly</u> Borrowers activity. Printout showing how long material is retained by readers, reservation statistics, overdue statistics.<br><u>On Demand</u> Geographical analysis, members having on loan more than X items.                                                                                                                                                            |                                                                                                                                                |
| LAMDEN         | Daily issue statistics by branch and type of material trapping store statistics.                                                                                                                                                                                                                                                                                                                                                            | Usual use of such information                                                                                                                  |
| CROYDON        | <u>Daily/Weekly</u> : Issue statistics by library & type identification of borrower non-use in X period.                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                |
| EALING         | Statistics of issues, books on loan, readership library usage, overdue, inter branch loans, LASER loans.<br>Data control automatically or as required.                                                                                                                                                                                                                                                                                      | Statistical returns for CIPFA and ALCL<br>Internal control and development planning.                                                           |
| GREENWICH      |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                |
| HARINGEY       | Not yet decided - to be subject of future enhancement programmes.                                                                                                                                                                                                                                                                                                                                                                           | To provide issue analysis in depth, stock usage data, reader activity data, statistics to assist in systematic stock selection and allocation. |
| HARROW         |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                |
| HAVERING       | <u>Print Out</u><br>Issues (in stock categories), discharges, additions to stock, deletions from stock.<br>Reservations issued per hour. Items on loan, Non and deleted borrowers. Stock count. Out of Havering borrowers by area.<br><u>Quarterly</u> 100 most reserved books.<br>Average length of loan.<br><u>Annually</u> Books not issued/borrowers not using in year/withdrawals/blacklisted borrowers.<br>Overdues sent during year. |                                                                                                                                                |
| HILLINGDON     |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                |
| HOUNSLOW       |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                |
| KENSINGTON     | Printout of circulation statistics - not yet in operation.                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                |
| LEWISHAM       | Statistics of issues, reservations, stock, overdue. Issue count for book (if required for PLR)<br>Stocktaking programme (full or sectional)<br>Borrower analysis by any combination of address, age, occupation, interests, branch - on request.                                                                                                                                                                                            |                                                                                                                                                |
| MERTON         | Issue figures. Days issued in hourly blocks                                                                                                                                                                                                                                                                                                                                                                                                 | Committee report                                                                                                                               |
| RICHMOND       |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                |
| SOUTHWARK      |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                |
| SUTTON         | <u>Printout</u> of statistical analysis of loans by branch, category and status of material.                                                                                                                                                                                                                                                                                                                                                | Stock editing, budgeting, planning.                                                                                                            |
| WALTHAM FOREST | Non yet                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                |
| WANDSWORTH     | Printout of statistics                                                                                                                                                                                                                                                                                                                                                                                                                      | See 13 used for annual report, trends, performance monitoring.                                                                                 |
| WESTMINSTER    |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                |

| AUTHORITY   | TYPE OF OUTPUT                                                                                                                                                                                                                   | USE                                                                                                                                                   |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  | Issue statistics                                                                                                                                                                                                                 |                                                                                                                                                       |
| DERBYSHIRE  | Total number of books and borrowers<br>Daily validation reports, circulation totals etc.                                                                                                                                         | Daily validation reports used to monitor system                                                                                                       |
| DORSET      | Errors and invalid information. Details of new readers. Long overdue book loans. Daily statistics (adult, junior, fiction & non-fiction) - weekly and monthly. Total figures for books on loan. All figures by branch and total. | Statistical record - follow up of overdue material                                                                                                    |
| EAST SUSSEX | 1. Issue statistics in basic categories (Adult fic etc).<br>2. Weekly borrower usage<br>3. Detailed annual borrower usage,<br>4. Analysis of membership by postal code.                                                          | 1,2,3, Resource background information & allocation planning.<br>4. Planning mobile sites.                                                            |
| ESSEX       | Intended issues, renewals, reservations, overdues, postcode analysis, live members.                                                                                                                                              |                                                                                                                                                       |
| GLASGOW     | Statistics of issues on loan, monthly, quarterly, annually, borrowers by type                                                                                                                                                    | Issues monitored for performance of individual libraries, borrowers lists used for defaulter training. Borrower totals used on measure potential use. |
| KENT        |                                                                                                                                                                                                                                  |                                                                                                                                                       |
| LANCASHIRE  | Statistics for borrowers - weekly cumulations as required.                                                                                                                                                                       | Compilation of statistics.                                                                                                                            |
| WILTSHIRE   |                                                                                                                                                                                                                                  |                                                                                                                                                       |

(Questions 21 and 22)

STAFFING

Although some authorities were specific in stating their increases or decreases in staffing levels it is evident that in the majority of cases the full extent of these changes will not be known until the computerisation programme is complete. It appears that the most significant savings can be made in authorities where centralised routines are in operation. If the questions concerning staffing levels are taken in relation to other questions in the survey it would seem that the general overall aim of computerisation of systems is increased efficiency rather than significant staff reductions.

Very few authorities have created posts specifically for overseeing the introduction and continued operations of computerisation. In most cases overall responsibility seems to be with second, third or fourth tier staff. No set pattern emerges and it is evident that there is a need for more specialised posts to be created, particularly those of Systems Librarian or Computer Liaison Librarian.

## Q21. STAFFING

| AUTHORITY      | EFFECTS ON STAFFING ESTABLISHMENT                                                                                                                                                                                                                                         |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BARNET         | Up-grading of one cataloguer post to computer systems librarian.                                                                                                                                                                                                          |
| BEXLEY         |                                                                                                                                                                                                                                                                           |
| BRENT          | More effective deployment of existing staff.                                                                                                                                                                                                                              |
| BROMLEY        | New control would require 8 additional staff (1,000,000 issues).<br>1 to be deleted at Arbizta (600,000 issues).                                                                                                                                                          |
| CAMDEN         | Comparisons difficult because Camden has always had at least one computer application. Savings negligible but have enabled reduction in working week to 35 hours p.w. without additional staff. Systems and overdue (6-7 staff) have been additionally established.       |
| CROYDON        | Proposed reduction in staff of 3 x clerical 1 over 3 years. Reduction of 2 posts when photocharging transaction cards are no longer required to be sorted.                                                                                                                |
| EALING         | Reduction of 2 library assistants, further cutback allied to reduced opening hours. Reduction in routine work due to computer system enabled staff to cope. 3 staff drawn in from branches to operate centralised data input and control and operate reservations system. |
| GREENWICH      |                                                                                                                                                                                                                                                                           |
| HARINGEY       | Reduction of 7 staff agreed in principle to be achieved at the end of 4 year project to be offset against capital cost of equipment, but this is subject to a management services survey into manning levels of new central library operational March 1979.               |
| HARROW         | Without comp ints estimated extras - 1 typist, 2 clerical, 1 professional for request work.                                                                                                                                                                               |
| HAVERING       | No staffing reductions. Already reduced for token system. Existing staff have taken on extra work of computer system. Rota of staff from Bibs & Lending departments deal with processing after library hours.                                                             |
| HILLINGDON     | 4 clerical 1 posts relinquished.                                                                                                                                                                                                                                          |
| HOUNSLOW       | Minimal.                                                                                                                                                                                                                                                                  |
| KENSINGTON     | Additional part-time staff employed for circulation system preparation.                                                                                                                                                                                                   |
| MERTON         | None.                                                                                                                                                                                                                                                                     |
| RICHMOND       |                                                                                                                                                                                                                                                                           |
| SOUTHWARK      | No change in perm. staff envisaged. Conversion to BLCMP : 1 AP3 supervisor 16 wks. 1 AP3 18 hours p.w. for 2 years. 50 hours weekly for 14 weeks clerical labour.                                                                                                         |
| SUTTON         | No changes have yet taken place in staffing establishment, but in order to cope with the conversion programme in an acceptable time a conversion team will be created.                                                                                                    |
| WALTHAM FOREST | Preparation for automation of cataloguing coincidental with re-structuring of departments overall establishment and rationalisation of cataloguing and ordering procedures. Not possible to relate computerisation with either reductions or increases in staff.          |
| WANDSWORTH     | Temporary increase by 2 posts for conversion of stock.                                                                                                                                                                                                                    |
| WESTMINSTER    |                                                                                                                                                                                                                                                                           |

|             |                                                                                                                                                                                                                           |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  | Establ. reduced by 6 clerical 1 staff when circ introduced.                                                                                                                                                               |
| DERBYSHIRE  | Conversion and borrower registration carried out by Job Creation Scheme. Reduction or redeployment of staff anticipated after implementation of the circulation control system. Post of computer liaison officer created. |
| DORSET      | No effect on staffing numbers. Considerable improvements in more effective use of staff.                                                                                                                                  |
| EAST SUSSEX | Savings - Cataloguing - 1.5 clerical posts.<br>Circulation - 10 clerical posts.<br>Additions - Liaison & control 1 clerical 2 post. Overall saving 10½ posts.                                                             |
| ESSEX       |                                                                                                                                                                                                                           |
| GLASGOW     | Extra staff required for conversion obtained from Job Creation projects. Establishments has remained level. (A 10% cut in 76/77 has endured without loss of service points at expense of other work.                      |
| KENT        | Cataloguing system estimated to produce a saving of 34 non-professional staff. No further savings anticipated from the introduction of computerised circulation control.                                                  |
| LANCASHIRE  | Additional posts would have been required but for introduction of ALS at Blackburn & Skelmersdale. Anticipated economies from com catalogue not yet realised because development not completed.                           |
| WILTSHIRE   |                                                                                                                                                                                                                           |

## Q22. STAFFING RESPONSIBILITY

| AUTHORITY      | STAFFING RESPONSIBILITIES FOR OPERATION OF COMPUTER SYSTEMS                                                                                                                                                         |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BARNET         | Overall responsibility - Principal Assistant Librarian.<br>Daily Management - Computer Systems Librarian.                                                                                                           |
| BEXLEY         |                                                                                                                                                                                                                     |
| BRENT          | Shared between Principal Cataloguer and appropriate Librarians-in-Charge. Co-ordinated by Chief Assistant Librarian.                                                                                                |
| BROMLEY        | Assistant Borough Librarian (Services).                                                                                                                                                                             |
| LAMDEN         | Assistant Director (Libraries) - Directorial responsibility.<br>Senior Systems Librarian - General oversight & co-ordination.<br>Branch/Lending Librarians - Day to day operation in Data Capture System.           |
| CROYDON        | Not yet known.<br>Libraries Department will have responsibility for daily maintenance of system.                                                                                                                    |
| EALING         | Deputy Borough Librarian - System Analysis & Research.<br>Chief Bibliographic Assistant Data Control plus Research.<br>Branch/Lending Librarians Day to day control of Plessey equipment.                           |
| GREENWICH      |                                                                                                                                                                                                                     |
| HARINGEY       | <u>Set up, extension, &amp; overall control</u> Management level staff (Technical, circulation, bibliographic, with aid of Borough's computer staff).<br><u>Routine running</u> circulation staff - clerical level. |
| HARROW         | Head of Bibliographical Services.                                                                                                                                                                                   |
| HAVERING       | Updating & domestic routines managed by Bibliographical services staff. General responsibility for system given to ABL Bibliographical Services.                                                                    |
| HILLINGDON     | Assistant Borough Librarian (Bibliographical & Computer Services) overall responsibility.                                                                                                                           |
| HOUNSLOW       | Not noted.                                                                                                                                                                                                          |
| KENSINGTON     | Principal Assistant Borough Librarian & Arts Officer.                                                                                                                                                               |
| MERTON         | Two senior staff on duty 15 minutes before opening to set up and one stays 5 minutes at end to close down.                                                                                                          |
| RICHMOND       |                                                                                                                                                                                                                     |
| SOUTHWARK      | Principal Cataloguer.                                                                                                                                                                                               |
| SUTTON         | Technical Services Officer (Libraries).                                                                                                                                                                             |
| WALTHAM FOREST | Deputy Borough Librarian and Principal Assistant for planning and co-ordination. Stock Editor also closely involved. New post of Development Officer from Feb 1979.                                                 |
| WANDSWORTH     | Assistant Borough Librarian (Readers' Services). Senior Cataloguer.                                                                                                                                                 |
| WESTMINSTER    | Westminster City Council Data Processing Unit.                                                                                                                                                                      |

|             |                                                                                                                                                                                                               |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  | Lending staff - City Computer Staff. Processing Depts - with CL CMP.                                                                                                                                          |
| DERBYSHIRE  | Treasure Department responsible for Computer Operations. No senior Library Officer shown as being in overall control.                                                                                         |
| DORSET      | Headquarters - Assistant County Librarian (Bibliographical Services). Assistant County Librarians in three areas direct local operations.                                                                     |
| EAST SUSSEX | Bibliographic Services Officer.                                                                                                                                                                               |
| ESSEX       | Deputy County Librarian & R&D Officer.                                                                                                                                                                        |
| GLASGOW     | Separate section under administrative services:<br>Automated systems librarian.<br>(2) Assistant Librarians.<br>(4) Library Assistants.                                                                       |
| KENT        | Assistant County Librarian (Administration).                                                                                                                                                                  |
| LANCASHIRE  | Computer Development Officer - Supervision of library computerisation.<br>Assistant County Librarian (Acquisitions) Day to day order/cataloguing.<br>Direct librarians - day to day operation of ALS Systems. |
| WILTSHIRE   | Contained within existing establishment and management structure.                                                                                                                                             |

OBJECTIVES SUMMARY

The pattern of operations for many Library Authorities that have been using computer systems for several years, appears to have been to start with either cataloguing or circulation and then develop these by stages. For example, it has been common for libraries to start the cataloguing system with adult non-fiction and then add fiction, children's books and audio-visual material such as gramophone records and cassettes. In the circulation field it has been the practice to gradually extend the system to all service points over a three to four year period.

At present, the comments in the Objectives section suggest that most libraries are now envisaging house-keeping routines (including ordering) becoming integrated into one total system. It is significant that many Authorities did not start with ordering but are now seeing it as part of the housekeeping systems, and seeing ordering/cataloguing as one process.

Quite a number of Authorities are clearly intending the overall or major objective to be stock control/management information. Perhaps these two are to some extent the same thing approached from a different angle or with a different emphasis.

It is noticeable that some Authorities are also experimenting or planning work in additional areas, e.g. subject indexing or information (citation?) retrieval. One library is also intending to include museum exhibits and the stocks of school and college libraries.

It is perhaps significant that the Authorities that are now at the planning stage and hoping to implement in the 1979-84 period, appear to have more thorough-going or complete objectives. Some are envisaging crash programmes of conversion in relatively short periods of time.

It should encourage everyone in a period of financial stringency that one Authority is able to state that 50% of the computer development staff are currently employed on library development!

| AUTHORITY | OBJECTIVES (23)                                                                                                                                                                                                                                                                                                         | DEVELOPMENT PLAN (24)                                                                                                                                                                                                                                                                                                                                                                                  | DEVELOPMENT PRIORITY (4)                                                                                                                                                                                                                                                                                                                                                                  |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BARNET    | Enhance systems, particularly for management information.                                                                                                                                                                                                                                                               | Long-term - stand alone systems. Watching progress of shared cataloguing.                                                                                                                                                                                                                                                                                                                              | <u>Circulation</u> - upgrade DCU from cassette to 1920 magnetic tape unit.<br><u>Catalogue</u> - Upgrade to direct data entry as interim stage before complete on-line cataloguing.                                                                                                                                                                                                       |
| BEXLEY    |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                           |
| BRENT     | <u>Short term</u> - Circulation control & cataloguing of sound recordings<br><u>Long term</u> - Extension of circulation control to other libraries. More effective integration of cataloguing and circulation systems. Replacement of existing systems by in-house, on-line mini computer allowing full stock control. | Committee report in preparation, dealing with above long-term objectives.                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                           |
| BROMLEY   | On-line working for circulation control as soon as possible - Ordering and cataloguing in longer term and on-line information material.                                                                                                                                                                                 | Not stated                                                                                                                                                                                                                                                                                                                                                                                             | <u>First Priority</u> Extension of circulation control to busier branches.<br><u>Second Priority</u> Cataloguing, Book Ordering.                                                                                                                                                                                                                                                          |
| CAMDEN    | (1) Accurate charging system for public use.<br>(2) Accurate & up-to-date union catalogues for public & staff.<br>(3) Reference service - to provide rapid access for information through computer based "videotext" systems.                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                        | <u>Circulation</u> :<br>(1) Enhancement of overdue suite to provide authors/titles on reminders.<br>(2) New systems for stocktaking by Plessey equipment.<br>(3) Phasing in Plessey "satellite" system by installing 4" Plessey DCUs.<br><u>Cataloguing</u> :<br>(1) Possible use of BLCMP for Reference & Audio-Visual cataloguing.<br>(2) Future use of BOSS facility is not ruled out. |
| CROYDON   | (1) To replace existing photo-charging systems.<br>(2) Improve service to users by faster issue/discharged reservation facility.<br>(3) To provide accurate and meaningful stock control.                                                                                                                               | To have on-line access to main-frame files for cataloguing.                                                                                                                                                                                                                                                                                                                                            | Circulation system - high priority in Council's computer development plan.                                                                                                                                                                                                                                                                                                                |
| EALING    | To change onto a computer basis such areas of library work as will produce greater efficiency and/or better standards of reader service without increasing staffing costs or staff workloads, and to take advantage of such national & locally co-operative computer based systems as will assist in achieving this     | (1) Establishment of a fully-fledged MARC-based catalogue system.<br>(2) Transfer of present manual book-ordering routines onto a computer basis, linking with catalogue suite and incorporating automatic commitment accounting.<br>(3) On-line real time access via VDU terminals from all service points & bibliographic and book order depts. to the whole of the Libraries' main-frame data base. | Decided at Council level by Borough Treasurer and Computer Manager.                                                                                                                                                                                                                                                                                                                       |
| GREENWICH | <u>Short term</u> Regular update of subject index. Introduction of computer charging at 3 branches.<br><u>Long term</u> Integrated computer system book ordering, cataloguing, loan control.                                                                                                                            | Recruiting of programmes for Council's own computer. Computer charging planned for near future.                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                           |
| HARINGEY  | <u>Long Term</u> Total package - ordering cataloguing, loan control, management information. Will be assisted by use of ISBN - can be added to existing Borough application.                                                                                                                                            | (1) Extension of circulation control to all service points over 3 years.<br>(2) Complete retrospective book cataloguing.<br>(3) Phasing in of non-book materials regarded as the major objective.<br>(4) Extension of reports to provide monitoring, management information.<br>(5) Progress towards total package.                                                                                    | (1) Extension of Plessey circulation control to remaining 10 service points over 3 years.<br>(2) Readers file to be stored on Mainframe and on-line via tele-processing for access, interrogation up-dating and amendment.                                                                                                                                                                |
| HARROW    | <u>Short term</u> Continue present catalogue at all service points and subject index.<br><u>Long Term</u> Further computer use.                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                        | Would be:<br>(1) Use of VDUs for input of data.<br>(2) Addition of F&J and recorded sound.<br>(3) Addition of local information file.<br>(4) Addition of ordering systems.                                                                                                                                                                                                                |

| AUTHORITY  | OBJECTIVES (23)                                                                                                                                                                                                                                                                                                                                                                                                             | DEVELOPMENT PLAN (24)                                                                                                                                                                                                                                                                          | DEVELOPMENT PRIORITY (4)                                                                                                                                                                                                                                                                       |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HAVERING   | (1) To provide on-line catalogue with VDU output at each service point integrated with stock file, so that each interrogation details bibliographic entry, stock status and reservation status.<br>(2) APO post for local and national interrogations - a facility for LASER and BLL services. Access command in directories.<br>(3) Computerised ordering system integrated with catalogue.<br>(4) Management information. |                                                                                                                                                                                                                                                                                                | Review of existing system currently being carried out:<br>(1) Complete loading of data into main and mini stock files.<br>(2) Obtain PDCUs for back-up and stocktaking.                                                                                                                        |
| HILLINGDON | Short term - complete cataloguing of the Borough book stock.<br>Long term - Plan and implement a full system including cataloguing, circulation control, ordering management information.                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                |
| HOUNSLOW   | Integrated system to cover circulation control, acquisitions and cataloguing.                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                |
| KENSINGTON | Short term -<br>(1) Installation of the Plessey circulation system throughout the service.<br>(2) Development of computer cataloguing operations.<br>Long term -<br>(1) Development of an integrated computer system.<br>(2) Provision of on-line facilities in major branches for the effective use of internal systems and to enable access for users to national networks.                                               | (1) Development of circulation system - preparation of book data to provide appropriate details for overdue and reservations.<br>(2) Development of a cataloguing system based in part on the existing basic file and through the acquisition of external cataloguing data eg MARC or LASER.   | (1) Plessey circulation control all branches 1979-81.<br>(2) Reprographic equipment - all branches 1979-81.                                                                                                                                                                                    |
| LEWISHAM   | Long Term<br>An integrated system covering cataloguing, loan control, book ordering, readers enquiries, information retrieval and dissemination.                                                                                                                                                                                                                                                                            | Current<br>Extension of loan control system.<br>Development of MARC/non-MARC catalogue system.                                                                                                                                                                                                 | Enhancements to system achieved as filler job (computer section).                                                                                                                                                                                                                              |
| MERTON     |                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                | Preliminary discussion on the inclusion of additional libraries on issue system.                                                                                                                                                                                                               |
| RICHMOND   |                                                                                                                                                                                                                                                                                                                                                                                                                             | (1) Proposals for the introduction by 1980/81 of computer charging, using Plessey 1B system at the Central Library and extended to all Branches by end of 1982/83.<br>(2) Also becoming a member of BLCMP for a full catalogue service on COM fiche with tapes for book issue control locally. | (1) Changeover, batch ratification of additions to on-line manipulation of cataloguing data.<br>(2) Introduction of on-line ordering system.<br>(3) Study of the feasibility of VDU terminals in each main library to interrogate the catalogue file, national data bases, LASER files, etc.   |
| SOUTHWARK  | (1) For all service points to have up-to-date records of stock, locations and what is on order.<br>(2) Complete issue system for overdue and reservations trapping.                                                                                                                                                                                                                                                         | (1) Catalogues 1979 Audio 80/81 Adult Fiction 82/83 Junior Microfiche output 1979<br>(2) On-line integrated ordering/cataloguing 1983.<br>(3) Issue 84/85.                                                                                                                                     | On-line catalogue and integrated ordering system.                                                                                                                                                                                                                                              |
| SUTTON     | (1) To complete and maintain for the Borough's total stock:<br>(a) A microfilm short-title catalogue updated every eight weeks<br>(b) An on-line enquiry system with access via author, title, accession no. and ISBN<br>(2) To interface cataloguing and loans systems to provide full book details on overdue, and produce more complex analyses for management information.                                              | Catalogue conversion expected to take 2 years from commencement (1st April, 1979).<br>Interface of catalogue and loans systems currently awaiting availability of programming time.                                                                                                            | (1) Improvements to existing programs for producing microfilm catalogues.<br>(2) Improvements to programs for on-line systems.<br>(3) Extension of on-line enquiry system to include title and subject searching.<br>(4) Development of interface between cataloguing and circulation systems. |

| AUTHORITY      | OBJECTIVES (23)                                                                                                                                                                                                                                                                                                                                                                                                                                              | DEVELOPMENT PLAN (24)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DEVELOPMENT PRIORITIES (4)                                                                  |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| WALTHAM FOREST | <p>(1) To develop fully integrated automated systems to include computerisation of stock control, book ordering &amp; circulation systems.</p> <p>(2) To ensure greater control of books and non-book materials for more effective use of the Borough's resources.</p> <p>(3) Provision of essential management information more easily, speedily and effectively</p>                                                                                        | <p>Apr 79 Automation of current cataloguing operations</p> <p>May 79 - Mar 80 - Transfer of retrospective catalogue records to computer.</p> <p>Sep 80 (approx) Introduce Plessey Circulation system 1b to all service points - automation of borrower records.</p> <p>80/81 Automatic stock ordering</p> <p>79/81 Co-ordination of management information output.</p> <p>82 onwards On line access to cataloguing for editing, inclusion of school and college library resources</p> <p>On computer, listing of museum objects</p> <p>On line information retrieval</p> | <p>(1) Computerised cataloguing 79/80</p> <p>(2) Computerised circulation control 80/81</p> |
| WANDSWORTH     | <p><u>Long Term:</u></p> <p>Integrated ordering/cataloguing/circulation control of all library materials.</p> <p><u>Short term:</u></p> <p>Improve effectiveness of present computer programmes.</p> <p>Improve computer storage space.</p> <p>Improve circulation pattern.</p> <p>Clear up errors</p> <p>Integrate a" systems.</p>                                                                                                                          | <p>(1) Integrate audio catalogue</p> <p>(2) Commence computer subject index.</p> <p>(3) Develop computer authority files and authority control.</p> <p>(4) Develop ordering systems.</p> <p>(5) Change from microfilm to microfiche.</p>                                                                                                                                                                                                                                                                                                                                 | <p>(1) Enhancements to programmes.</p> <p>(2) New integrated developments.</p>              |
| WESTMINSTER    | <p><u>Short Term</u></p> <p>Completion of retrospective cataloguing programme for all adult lending and reference non-fiction stock</p> <p><u>Long term</u></p> <p>(1) Extend present system to cover fiction; music scores &amp; sound recordings.</p> <p>(2) Monitor the development of shared automated cataloguing systems so that advantage can be taken of them, as soon as their currency &amp; comprehensiveness matches "in-house" cataloguing.</p> | <p>Examine the feasibility of installing a dedicated mini-computer, initially as part of a packaged "turnkey" circulation control system, but capable of subsequent expansion to control cataloguing and possibly ordering.</p>                                                                                                                                                                                                                                                                                                                                          | <p>No developments or enhancements in foreseeable future.</p>                               |

|             |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                |                                                                                                                                                                                             |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BIRMINGHAM  |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                |                                                                                                                                                                                             |
| DERBYSHIRE  | <p>(1) To make widely available a complete and up-to-date catalogue record.</p> <p>(2) To relieve routine work</p> <p>(3) Improve accuracy</p> <p>(4) To achieve optimum and effective use of stock.</p>                                                                                                                                                               | <p>(1) Extend use of circulation system to all full-time branches</p> <p>(2) Integrate circulation control. book-ordering/cataloguing onto computer dedicated to library operations</p> <p>(3) Make appropriate use of national data-bases</p> | <p>(1) Development &amp; expansion of on-line circulation system.</p> <p>(2) Refinement of cataloguing and ordering system.</p> <p>(3) Development of more effective KWIC index system.</p> |
| DORSET      | <p><u>Short term</u> Complete addition to data base of the records for all pre-organisation stocks.</p> <p><u>Long Term</u></p> <p>a. Improved catalogue data and ordering processes.</p> <p>b. Extend OCR to control circulation in further large branch libraries.</p> <p>c. Develop better management aids to exploit stock usage eg stock revision programmes.</p> | <p>See question 4</p>                                                                                                                                                                                                                          |                                                                                                                                                                                             |
| EAST SUSSEX | <p>(1) Improving overall bibliographic control.</p> <p>(2) Development of on-line acquisitions/cataloguing system for all materials.</p> <p>(3) Extension of computerised circulation control to all libraries.</p> <p>(4) On-line access to transaction files.</p>                                                                                                    | <p>(1) Feasibility study recommending on-line acquisitions/cataloguing system 79 for implementation 81.</p> <p>(2) Cataloguing of gramophone records using LOCAS - Summer 79</p> <p>(3) Installation of Plessey</p>                            | <p>(1) Development of on-line system.</p> <p>(2) Full integration of circulation cataloguing system.</p> <p>(3) Computerised cataloguing of gramophone- records.</p>                        |

| AUTHORITY  | OBJECTIVES (23)                                                                                                                                                                                                                                                                                                                                                                                        | DEVELOPMENT PLAN (24)                                                                                                                                                                                                                                                                                                                                                               | DEVELOPMENT PRIORITY (4)                                                                                                                                                                                                                                                            |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESSEX      | (1) Ordering and cataloguing<br>(2) Issue control - done by libraries in descending order of size.<br>N.B. Plan for future implementation.                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                     |
| GLASGOW    | <u>Short term</u> to enhance the present overfilled book issue system to improve reliability and speed of system response. On-line interrogation from 8 centres controlling above 47 libraries envisaged.<br><u>Long term</u> to include stock-purchase stock control & catalogue creation within the system. Computer could record total departmental resources in staff, stock equipment & fittings. | By June 1979 enhanced system to be commissioned and operating. Rolling development from there. General upgrading of equipment over 5/7 years.                                                                                                                                                                                                                                       | <u>Aim</u> production of in-house system. Expansion will be met by enhancement to front-ended system (not yet designated).<br>Configuration Module 1X (front end)<br>Interdata 74 1 x 10m disc<br>7" tape drives<br>Module 4X<br>Interdata 7/32 2 x 300m discs.<br>10" tape drives. |
| KENT       | Integration of all housekeeping routines.                                                                                                                                                                                                                                                                                                                                                              | (1) Convert present ordering/cataloguing system to on-line operation.<br>(2) Circulation control system to be put into operation.                                                                                                                                                                                                                                                   | Currently, enhancements or changes not carried out quickly or easily.                                                                                                                                                                                                               |
| LANCASHIRE | <u>Short term</u><br>(1) To enhance current ALS issue control installations<br>(2) To project Adult NF COM catalogue<br>(3) To instigate the feasibility of on-line information retrieval systems (BIROS Project)<br><u>Long term</u><br>(1) To computerise all issues<br>(2) To record all stocks on COM catalogue.<br>(3) To link order/cataloguing & issues.                                        | (1) Development currently under active review in light of technological changes & improvements in library applications.<br>(2) Research project (code names BIROS) with Manchester Poly to instigate on-line information retrieval in large public library running June 78 - Dec 79 will determine attitude to this service. First indications are that there is a great potential. | (1) To upgrade ALS data capture from paper tape to direct entry to mainframe.<br>(2) Extend ALS issue system to more service points.<br>(3) Retrospective cataloguing of ANF titles.<br>(4) Extend COM catalogue coverage to Fiction & Junior titles.                               |
| WILTSHIRE  | Development of an integrated country-wide computerised system for ordering cataloguing and issuing.                                                                                                                                                                                                                                                                                                    | 78/79 file conversion<br>79 Stock ordering<br>80/82 Issuing at six busiest libraries (Salisbury, Swindon, Chippenham, Trowbridge, Devizes & Melksham).                                                                                                                                                                                                                              | Currently 50% of county's computer development staff are employed on library development.                                                                                                                                                                                           |